Foxit®

User Manual

Foxit® PhantomPDF™

For Windows

Compatible with Windows 7

Microsoft GOLD CERTIFIED Partner

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Anti-Grain Geometry -Version 2.3

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Chapter 1 – Getting Started

Overview

Welcome to Foxit PhantomPDF™ – Business Ready PDF! Award winning Foxit PhantomPDF provides the right features at the right price, allowing you to produce great looking PDF document and forms quickly, affordably, and securely. Foxit PhantomPDF comes in three editions: ***Foxit PhantomPDF Express*** to fit the different needs of home/home offices, ***Foxit PhantomPDF Standard*** to fit the small and medium sized businesses, and ***Foxit PhantomPDF Business*** to fit the large enterprises.

Foxit PhantomPDF *Express*

Foxit PhantomPDF *Express* provides the high end features you need at an affordable price. It is small, incredibly fast, and highly accurate for converting popular file formats to professional quality PDF documents with one click of the mouse, while retaining the look and feel of the original documents.

- **XFA Form Filling**
- **One Click PDF Creation**
- **Batch Create PDF Documents**
- **Security**
- **Convenient Annotation**
- **Set Document Information for Archive and Search**

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- **XFA Form Filling**
- **Direct Editing**
- **Robust Document Security**
- **Form Design**
- **Optical Character Recognition(OCR)**
- **Export PDF to Image**
- **PDF/A Validation**
- **PDF Optimizer**

Foxit PhantomPDF *Business*

Foxit PhantomPDF *Business* provides business the security that ensures regulatory compliance and corporate governance of their important documents and archives and to ensure documents

don't change after they are approved. It stands up to the demands of large enterprises but lightweight enough to easily deploy to thousands of users without exhausting resources. Supports the right features at the right price with the quality and support you expect from an enterprise solution.

The Foxit PhantomPDF *Business* Advanced PDF Editor provides experienced PDF authors with unique editing capabilities to generate great looking PDF documents.

- **Redaction**
- **Document Certification**
- **XFA Form Filling**
- **Microsoft® Active Directory® Rights Management Service Protector and Policy Manager**
- **High Compression**
- **Advanced PDF Editor**

About the User Manual

This user manual covers all features included in these three editions.

Quick Installation Guide

To get installation, registration, uninstallation and update instructions step by step, please refer to Foxit PhantomPDF **Quick Installation Guide.**

Note: *Please go to Tools > Preferences > Trust Manager to disable the safe reading mode first, and then double click* ***File Attachment icon*** *to open the attached* ***Quick Installation Guide****.*

Chapter 2 – Workspace

The Foxit PhantomPDF workspace is packed with tools that help make working with PDF files easier, and is organized into a document pane, a navigation pane, toolbar pane menu bar and status bar. A good way to get up to speed in using Foxit PhantomPDF is by familiarizing yourself with its workspace.

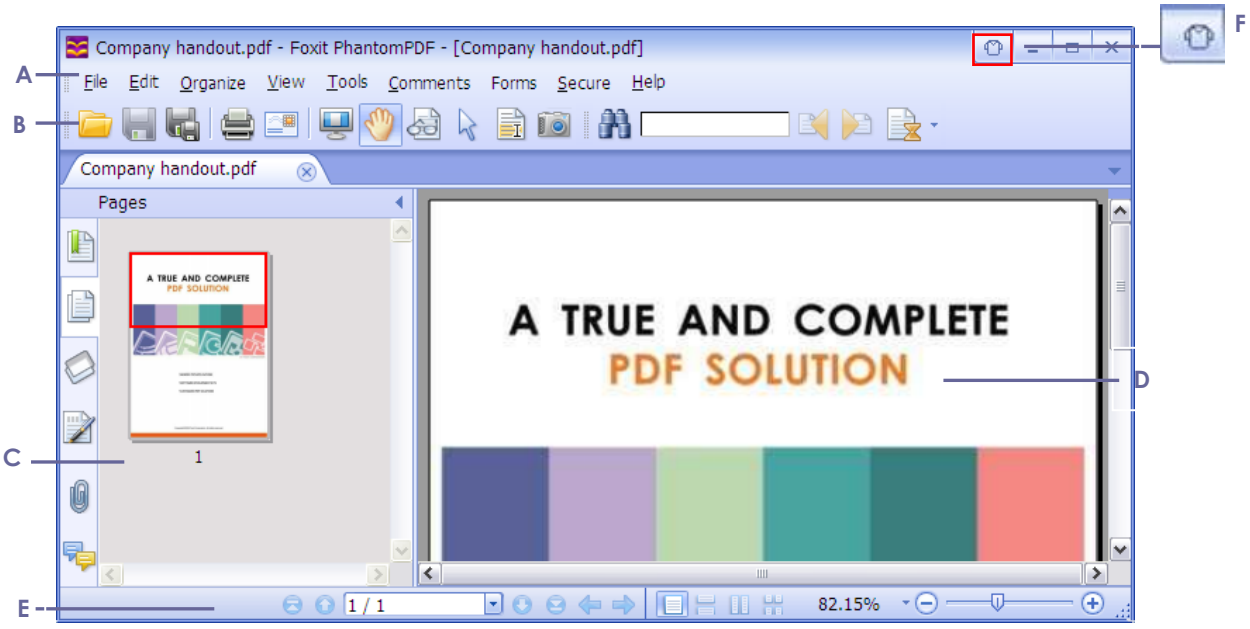
Workspace Basics

Workspace Overview

Foxit PhantomPDF opens in two different ways: as a standalone application, and in a web browser. The associated work areas slightly differ.

The Workspace for PDFs Open in the Application

- Double-click the Foxit PhantomPDF icon on the desktop to start this program.
- Choose File > Open, navigate to and select any PDF on your computer, and click Open.



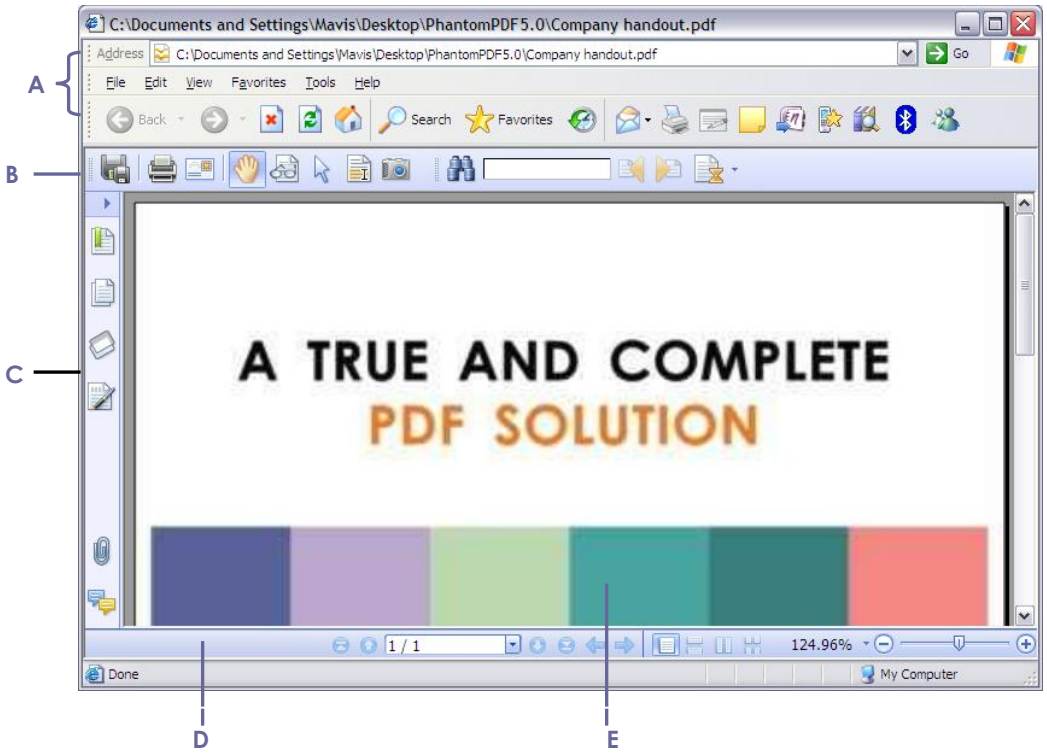
Foxit PhantomPDF window

A. Menu bar *B. Toolbars* *C. Navigation Pane* *D. Document Pane*
E. Status bar *F. Style Change icon*

The Workspace for PDFs Open in a Web Browser

- Open a web browser application.
- Select a PDF anywhere on the Internet and click the link.

- The PDF will be opened by Foxit PhantomPDF directly in the web browser.



PDF open in a web browser

A. *Web browser application menu bar and buttons* ***B.*** *Foxit PhantomPDF toolbars*
C. *Navigation Pane* ***D.*** *Status bar* ***E.*** *Document pane*

Customizing the Workspace

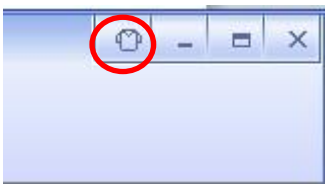
As you get acquainted with Foxit PhantomPDF, you can set up your work environment.

Skin and Interface Style

There are two kinds of skin, **Classic and Purple** for you to change the look of your software. Also, two kinds of interface style, Normal and tabbed for you to change the interface of your software.

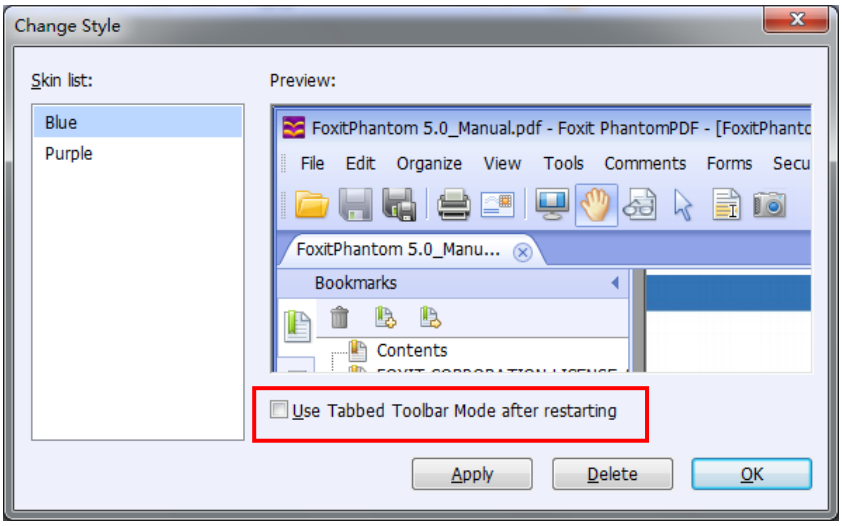
To change the skin of the workspace, please do the following:

- The first time you run the application, select a default skin from the welcome wizard pops-up.
- To trigger the skin change afterwards, click Skin Style icon > Select the desired skin.

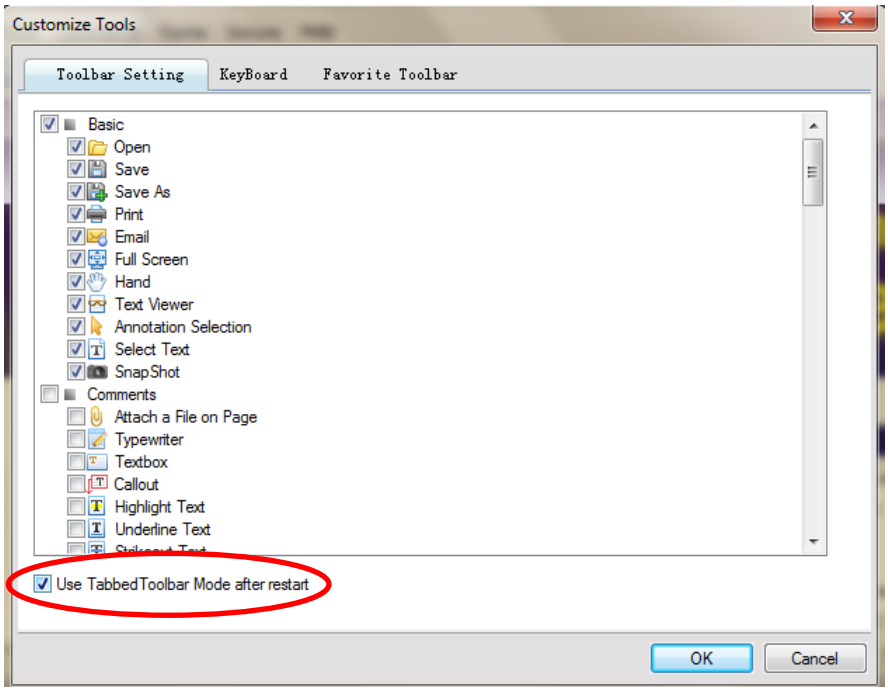


To change the interface style of the workspace, please do one of the following:

- Click Style Change icon > Checked/Unchecked **Use Tabbed Toolbar Mode**.



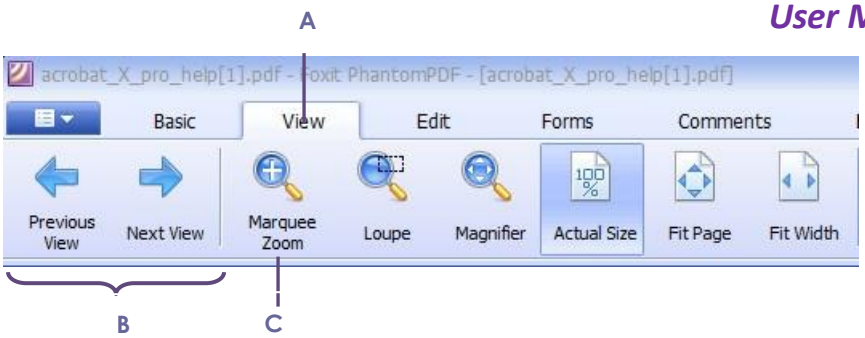
- Choose Tools > Customize Toolbars > Checked/Unchecked **Use Tabbed Toolbar Mode** or right-click on the toolbar area to choose **Customize Toolbars.** Then restart the Foxit PhantomPDF.



Customize Tools Dialog Box

Tabbed Interface

Foxit PhantomPDF tabbed, located across the top of the screen, groups your tools by task, ensuring the commands you use most frequently are close at hand.



Tabbed Interface

A. Tab B. Groups C. Command Buttons

- **Tabs** are home to a set of task-related tools.
- **Groups** within each tab break a task into subtasks.
- **Command buttons** carry out a command or display a menu of commands.

Note: *All features description below is based on the Normal Interface Style.*

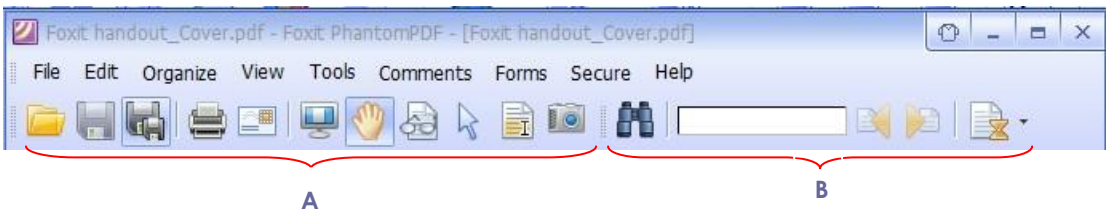
Menu Bar and Context Menus

Ordinarily, it is a good idea to keep the menu bar visible so that they are available as you work. It is possible to hide them, using the View > uncheck Menu Bar or press F9. Of course, you can temporarily display the Menu Bar again by right-clicking toolbar and checking Menu Bar.

Foxit PhantomPDF has numerous context-sensitive menus. These menus appear when you right-click an object in the workspace. A context menu displays commands that relate to the item or area clicked.

Toolbars

The default toolbars—Basic Tools and Find Tools—contain commonly used tools and commands for working with PDFs. You can add and delete buttons on the existing toolbars so that only the commands you use most often will be displayed. You can change the toolbar display style and add tools to the Favorite toolbar for easy access.



Toolbar open by default

A. Basic Tools B. Find Tools

Note: *Position the pointer over a tool to see a description of the tool. All tools are identified by name in the View > Tools > Toolbar Items menu.*

Showing /Hiding toolbars

To show/hide all toolbars, please do one of the following:

- Choose View > Toolbars > Check/Uncheck **Hide Toolbars**.
- Right-click the toolbar area, Check/Uncheck **Hide Toolbars**, or press the hotkey F8 on your keyboard.

To show or hide a toolbar, please do one of the following:

- Choose View > Toolbars > Check/Uncheck the [toolbar name]. A checkmark next to the toolbar name indicates that the toolbar is visible.
- Right-click the toolbar area, check /uncheck the [toolbar name] you want to show/hide.
- Choose Tools > Customize Toolbars > Toolbar Setting or right-click to choose **Customize Tools**, and then select and deselect the toolbars.

Setting favorite toolbars

- Choose Tools > Customize Toolbars > Favorite Toolbar or right-click to choose Customize Tools.
- In the Favorite Toolbar tab, please do the following:
  - ✧ **Add -** Select your preferred tools from the left "Command" pane, click Add and see them appear in the right "Favorite Toolbar" pane. <Separator> which will appear between two tools can be added if you like.
  - ✧ **Remove -** Select the tools you accidently added to the right "Favorite Toolbar" pane, click Remove, and see them disappear from the right pane.
  - ✧ **Reset -** Reset the Favorite Toolbar pane to the default settings.
- Click Up/Down button on the right side to adjust the position of your favorite toolbars, and click OK.
- To show/hide Favorite Toolbars, you can either right-click toolbars to check/uncheck Favorite Tools or go to View > Toolbars > check/uncheck Favorite Tools.

Moving toolbars

Any toolbars can float or be docked. Docked toolbars appear in the toolbar area. Floating toolbars appear as independent palettes that you can move anywhere in the work area. Each toolbar has a grabber bar at the left edge of the toolbar.

- To rearrange the docked toolbars, use the toolbar grabber bars to drag them from one position to another.
- To float a docked toolbar, drag it by its grabber bar from the toolbar area.
- To move a floating toolbar, drag it by its title bar to another location in the work area.
- To dock a floating toolbar, double-click its title bar or drag it by its title bar to the toolbar area.
- To move all floating toolbars to the toolbar area, choose View > Toolbars > Reset Toolbars.

Returning toolbars to their default configuration

- Choose View > Toolbars > Reset Toolbars or right-click to choose Reset Toolbars
- Press the hotkey Alt+F8 on your keyboard.

Navigation Pane

Showing or hiding the navigation pane

The buttons on the left side of the navigation pane provides easy access to various panels, such as the Bookmarks panel button and the Pages thumbnails button .

- To show the navigation pane, choose View > Navigation Panels > Show Navigation Panels, or use keyboard shortcut F4.
- To open a navigation panel, you can either click its button on the left side of the navigation pane, or choose View > Navigation Panels > [navigation panel name].
- To close the navigation pane, choose View > Navigation Panels > Hide Navigation Panels, or use keyboard shortcut F4, or click the button for the currently open panel in the navigation pane.

Tip: *To show or hide the navigation pane, you can also click on the* *button at the top right corner of the navigation pane.*

Adjusting the navigation pane

Like the toolbars, the navigation panels can be docked in the navigation pane or float anywhere in the workspace. You can choose to hide or close the panels that you don't need and open the ones you do. What's more, you can also adjust the width of the navigation pane easily.

1. Viewing a panel in the navigation pane

By default, all the panels dock in the navigation pane with a set of panel buttons appearing on the left side of the work area. Do one of the following:

- Select the button for the panel on the left side of the navigation pane.
- Choose View > Navigation Panels > [panel name].

2. Changing the display area for navigation pane

- To change the view area of the navigation pane, drag its right border to adjust the width.
- To minimize or maximize the navigation pane, click on the button at the top right corner of the navigation pane.

3. Docking or floating a navigation panel

- To float a navigation panel, drag the panel button into the document pane.

- To move a panel, drag it by its panel button to another location.
- To dock a floating panel, double-click its title bar.
- To dock multiple floating panels, choose View > Navigation Panels > Dock All Panels.

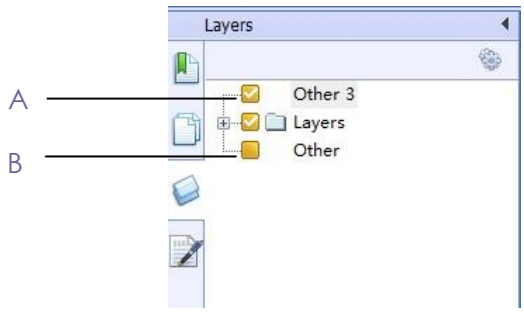
Working with Layers

A layer or as it is more formally known Optional Content Groups (OCG) is a dictionary representing a collection of graphics that can be made visible or invisible dynamically by users of viewer applications. In a PDF file, each layer may hold any portion of the document's objects, and layers may be made visible or invisible, showing or hiding their contained objects, in any combination.

With Foxit PhantomPDF, you can control the display of PDF layers with the Layer panel. For example, you may divide background imagery, main content areas, and advertisements amongst their own top-level layers, and easily hide the layers that you don't want others to view.

Showing or hiding PDF layers

In a PDF, information can be stored on different layers. To show or hide related content stored in a variable number of separate layers, you can simply refer to the Layer panel on the left side of the work area. Please note that you cannot create or edit layers in Foxit PhantomPDF; however, you can view layers and choose to show or hide the content associated with each layer.



Layer Panel

A. A checkmark indicates a displayed layer B. Hidden layer

1. Open the Layer panel, and then do one of the following:

- To hide a layer, uncheck the layer.
- To show a hidden layer, click the empty box and a checkmark will appear.

2. From the Option menu at the top right corner of the Layer panel, choose one of the following:

- List Layers for All Pages - Shows every layer across every page of the document.
- List Layers for Visible Pages - Shows layers only on the currently visible pages.
- Reset to Initial Visibility - Resets layers to their default state.
- Expand All – Expands all layers.
- Collapse All - Collapses all of the currently layers in the view.

Working with Asian Languages in PDFs

If you try opening PDF files directly that contain Eastern Asian Languages such as Traditional and simplified Chinese, Japanese, and Korean, you can open them with Foxit PhantomPDF directly now. The add-on of Eastern Asian Language has been integrated into Foxit PhantomPDF package, so you won't be prompted to download and install the required language font kits. Foxit PhantomPDF lets you view, search, and print PDF documents with Asian language text.

Asian Languages

Note: *To update the Eastern Asian Language font kits, users still have to go to Help > Check for Updates Now to download and install the updated version.*

Setting preferences

Many program settings are specified in the Preferences dialog box, including settings for File Associations, Forms, Full Screen, General, History, JavaScript, Languages, OCR, Page Display, PDF/A, Reading, RMS Setting, Signature, and Trust Manager. Once you set preferences, they remain in effect until you change them.

1. Choose Tools > Preferences.
2. Under Categories, select the type of preference you want to change.

Opening and Viewing PDFs

You can open and view PDFs in Foxit PhantomPDF from the desktop, or in a web browser.

Opening PDFs

Opening a PDF document in Foxit PhantomPDF

Do one of the following:

- Choose File > Open, or click the Open button on File Toolbar. In the Open dialog box, select the file name, and click Open. PDF documents are usually identified with .pdf extension.
- Drag and drop the PDF file into the Foxit PhantomPDF window.

Note: *You can open more than one PDF document within the same Foxit PhantomPDF application. When you open more than one file at a time, you can navigate the PDF files easily by clicking the corresponding tabs or file names under the Window menu.*

Opening a PDF document from desktop or within other applications

If you set Foxit PhantomPDF as your default viewer for PDF files, you are able to launch and open PDF files in the following applications:

- Email Application: in most email applications, you can double-click the attachment icon to open the document.
- Web Application: you can open a PDF document by clicking on the PDF file link in your web browser. Also, you can view the PDF content embedded in the HTML.
- File System: double-click the PDF file icon in your file system.

Opening a secured PDF document

If you receive a PDF that is protected by security features, you may need a password to open the document. Some protected documents have other restrictions that prevent you from printing, editing, copying, etc.

- When opening a protected PDF, you will be prompted to enter the password.
- When trying to copy or edit a secured PDF, you will be prompted that you are prohibited to do it without the owner's permission.

Retrieving recently opened documents from within Foxit PhantomPDF

In "File" pull-down menu, you will be able to instantly retrieve recently opened documents. Foxit PhantomPDF provides a list of recently opened PDF documents. Choose File > a previously opened PDF.

Note:** To customize the number of document in recently used list, please choose **Tools > Preferences > History.

Viewing PDFs in Read Mode

Foxit PhantomPDF enables you to retrieve recently opened documents, as well as provides three different ways for you to read PDF files: multi-tab browsing, single document interface mode, and multiple document interface mode.

Multi-tab browsing

The multi-tab browsing feature enables you to open multiple files in a single instance. Newly opened PDFs will be displayed in tabs.

To enable/disable tabbed browsing, go to Tools > Preferences > Documents > Documents Layout > check/uncheck Tabbed documents.

3BigPreview.pdf - Foxit PhantomPDF - [3BigPreview.pdf]
File Edit Organize View Tools Comments Forms Secure Help
Foxit handout_Cover.pdf
Foxit Reader 5 0 Beta Q..
3BigPreview.pdf

Tab bar

Single document interface mode

Create a new window when you double-click to open a new PDF file.

- To enable/disable single document interface mode, go to Tools > Preference > Documents > Open Setting > check/uncheck Allow Multiple Instances.

Multiple document interface mode

Set multiple documents under a single parent window.

- Go to Tools > Preference > Documents > Open Setting > uncheck Tabbed documents and Allow Multiple Instances.

Reading a document in Reverse View

To read documents in a backward order, please do one of the following:

- Choose View > Reverse View.
- Right-click the Document Pane > select Reverse View.

Closing windows

- To close the current PDF file, click Close on the File menu.
- To close all PDF files, click Close All on the File menu.

Viewing PDFs in Full Screen Mode

In Full Screen mode, Foxit PhantomPDF Document Pane fills the entire screen, with Menu Bar, Toolbar, Status bar, and Bookmarks pane hidden behind. The mouse pointer remains active in Full Screen mode so that you can click links.

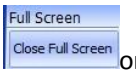
1. To set Full Screen preferences, please go to **Tools > Preferences > Full Screen**.
2. To enter Full Screen mode, please do one of the following:

   - Choose View > Full Screen.
   - Click the Full Screen button on Toolbar.
   - Press the shortcut key F11.
   - Right-click the Document Pane and select Full Screen.

3. To adjust the view in Full Screen mode, right-click the document and work with the Context Menu.

Note: *This feature will not be available unless you clear* ***Left click to go forward one page; right click to go back one page*** *checkbox in the Preference dialog.*

4. To exit Full Screen mode:

- Press Esc key.
- Click the Exit Full Screen button 

on the screen.

Page Transition in Full Screen

Foxit PhantomPDF supports page transition to turn pages in Full Screen mode. There are 11 transition types: Split, Blinds, Box, Wipe, Dissolve, Glitter, Fly, Push, Cover, Uncover and Fade. Also, you could set the direction, speed and page range for the transition.

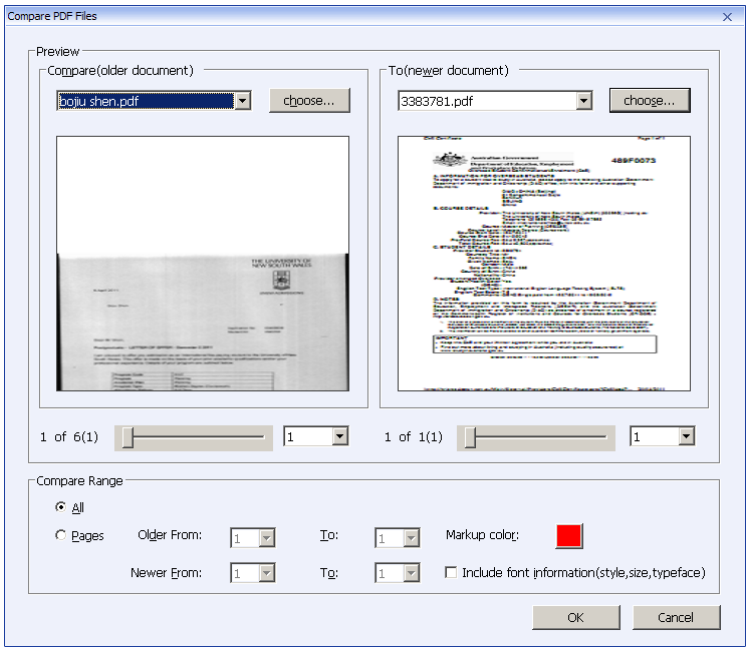
To edit page transition, please refer to Editing Page Transition in Full Screen.

Comparing Documents (Available in *Standard* and *Business* Only)

The Document Compare feature lets you see the difference in two versions of a PDF, as well as select the type of differences you're looking for to verify that the appropriate changes have been made. The Document Compare feature does not compare comments in the PDF.

Comparing a revised PDF to an earlier version

- Choose File > Compare PDF Files.



Compare PDF Files Dialog Box

- Specify the two documents to be compared. Click **Choose** to select the file and preview them.
- Choose the specific page you want to preview by dragging on the page range bar.
- Under Compare Range, select one of the following:

  All – Select all pages from the newer/older document to compare.

  Pages - Select equal page numbers from the newer and older document for comparison.

  Markup color: Set the color for the result of comparison.

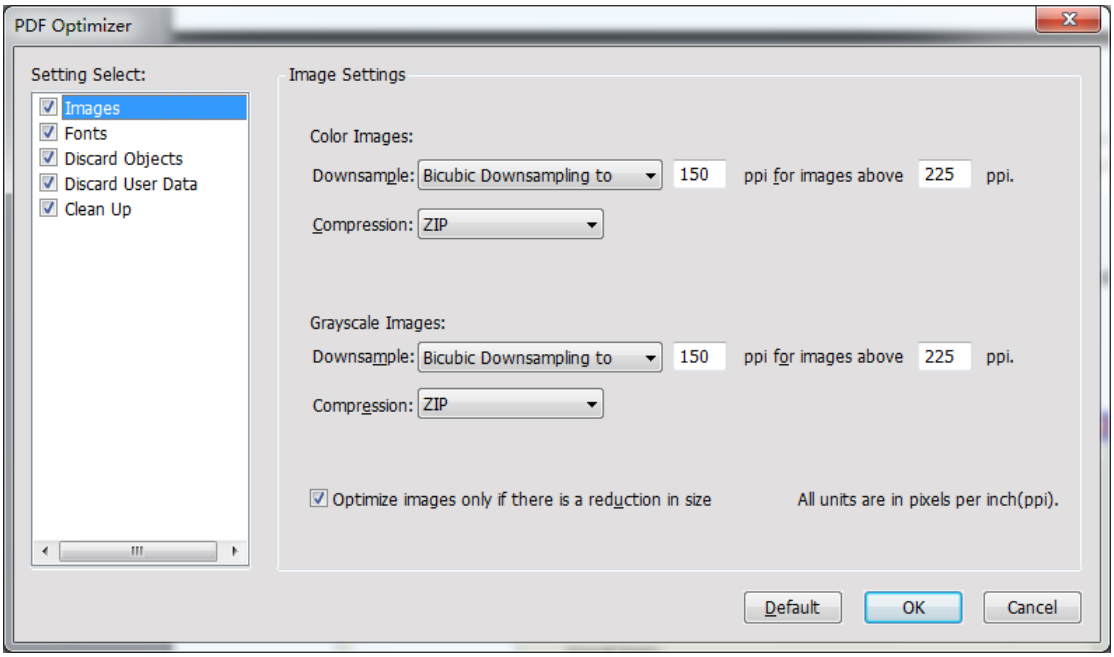
Include font information – Compares formatting.

- Click OK. And then a PDF document named result of comparison will be automatically created and displayed with PhantomPDF.

PDF Optimizer (Available in *Standard* and *Business* Only)

With PDF optimizer, the users of Foxit PhantomPDF can compress the image files and clear out the data redundancy of PDF objects.

- Choose Tools > PDF Optimizer.
- Setting the properties in the PDF optimizer dialogue box.



PDF Optimizer Dialog Box

- For **Images**, choose the appropriate down sampling method in the Downsample list box (including average the downsampling, subsampling and the bicubic downsampling) or you can choose off item to turn off the option. Set the right pixels, image type of compression, the image quality and the tile size as needed.

  Note: *If you check the option "Optimize images only there is a reduction in size", the images will not be optimized when there is no reductions.*

- For **Fonts**, move the embedded fonts to the right list to lift to embed.
- For **Discard Objects**, please check the objects settings you want to discard.
- For **Discard User Data**, please check the user related information you want to discard.
- For **Clean Up**, please check the Cleanup settings you want to optimize the document.
- Click OK button and save the optimized PDF file.

E-mailing Documents

E-mailing documents is a useful feature. You may need to send a PDF file you are reading to the customers to speed up your daily work, or an interesting story that you want to share with your friends.

To e-mail a PDF file, please do the following:

- Choose File > Email…
- System default e-mail application runs.
- The PDF will be attached in the e-mail automatically.
- Type the subject and e-mail address, and click Send.

Using Foxit Text Viewer

With Foxit Text Viewer, you can work on all PDF documents in pure text view mode. It allows you to easily reuse the texts scattered among images and tables, and acts like Notepad. Also, you can adjust some settings to meet your needs.

Entering Text View mode

Do one of the following:

- Choose View > Text Viewer.
- Click the Text Viewer icon on the Basic Toolbar
- Press the shortcut key Alt + 9.

Customizing Text Viewer

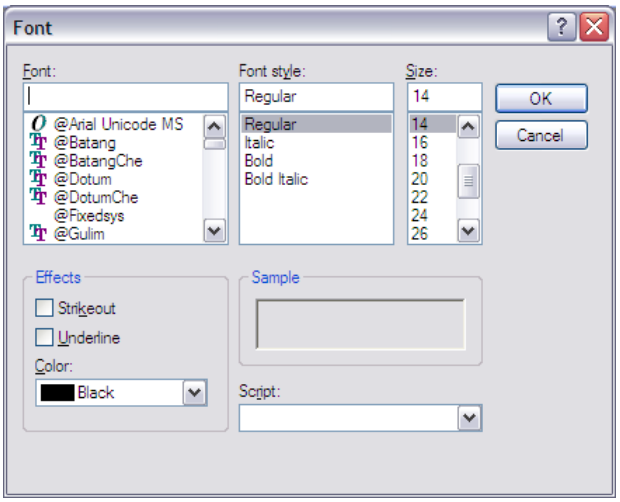
As soon as Text Viewer is activated, you can use the Font Setting Tools to customize your own work area. Right click the text area to select Font Setting.

1. To show or hide the Font Setting Tools, please do one of the following:

- Choose View > Toolbars > check or uncheck Text Viewer. A check mark indicates that Text Viewer is displayed.
- Right-click the text area > check or uncheck Text Viewer.

2. Changing text font when reading with Text Viewer

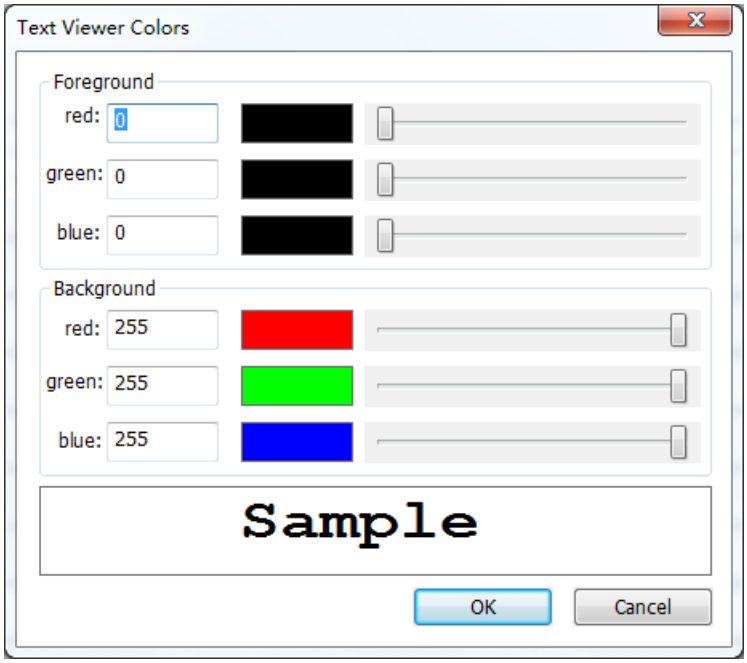
- Right-click and choose Font Setting > Font….
- Choose Font name, Font Style, Font Size, Effects, Color and Script from respective fields in Font dialog box. The suggested font for best screen display is Courier New.



Note: *You can change all aspects pertaining to text view font in the Font dialog box, or you can also use individual buttons on the Text Viewer Toolbar to change font color and toggle between regular style and Bold or Italic styles.*

3. Toggling between regular style and Bold style, choose Font Setting > Bold.
4. Toggling between regular style and Italic style, choose Font Setting > Italic..
5. Changing the text color

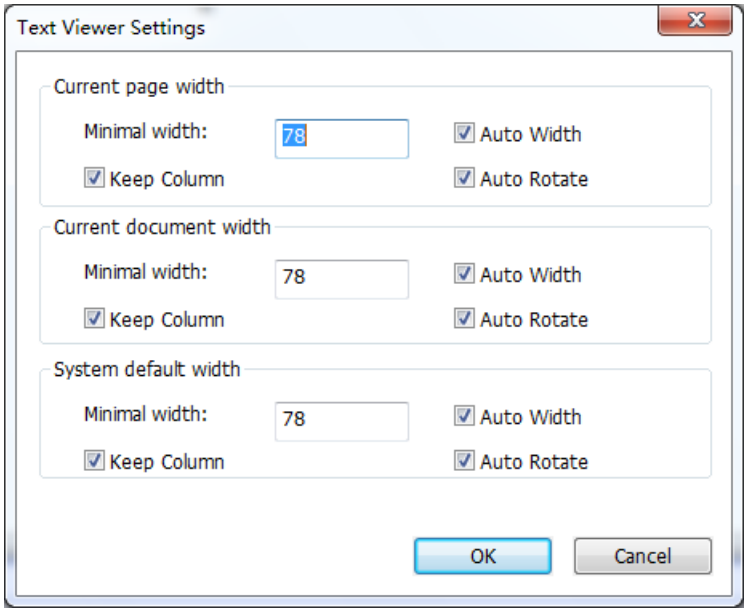
- Right-click and choose Font Setting > Color…
- Text Viewer Colors dialog box pops up.



- Drag respective sliders or type the value to change the Foreground (Font) Color and Background (page) Color. You can preview the changes in the box with a word "Sample".
- Click OK to complete the procedure, or click Cancel to abandon the changes.

6. Changing Text Viewer settings

- Right click the text area > select Setting…
- The text Viewer Settings dialog box pops up.



- Below are the text viewer settings:

A. Set page width at three different levels: Current page width, Current document width

and System default width.

B. Minimal width – the valid value for this field is 0-1024. It is set to 78 by default.
C. Keep Column – for PDF tables or text columns, you can check Keep Column to retain appropriate column in text viewer mode. It is checked by default.
D. Auto Width – for PDF tables or text columns, you can check Auto Width to keep proper width between text automatically. It is checked by default.
E. Auto Rotate – you can check Auto Rotate to ensure consistent orientation with that of the printer. It is checked by default.

Navigating in text viewer mode

1. Going to the next or previous page

Do one of the following:

- Choose View > Go To > Previous Page or Next Page on Menu Bar.
- Click the Previous Page icon or Next Page icon on the Status Bar.
- Put the cursor in the Document Pane, press the Left or Right Arrow on keyboard to move the pages up or down.
- Press the Space Bar or Shift + Space to move the pages up or down.

2. Going to the first or last page

Do one of the following:

- Choose View > Go To > First Page or Last Page on Menu Bar.
- Click the First Page icon or Last Page icon on the Status Bar.
- Press the Home or End keys.

3. Going to a specific page

Do one of the following:

- Choose View > Go To > Pages… > input the specific page number > OK.
- Input or select the specific page number on the Current Page Number Box 1 / 493 on Status Bar, and press Enter.

Changing the magnification level of a document

Do one of the following procedures:

1. Click the Zoom Out button or the Zoom In button on the Zoom Toolbar.
2. Choose View > Zoom > Zoom In or Zoom Out. Or you can select Zoom To… > choose or input a magnification percentage > OK.

Finding text in Text Viewer mode

To find text you are looking for, follow the steps below:

- Press Ctrl + F.
- Type the text in the Find What field.
- Select the search options to limit your search:
  A. Match whole word only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.
  B. Match case -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
  C. Direction Up or Down -- sets the search order from the beginning to the end or from the end to beginning.
- Press the Find Next button or Enter. Foxit PhantomPDF jumps to the first instance of the search term, which appears highlighted.
- Press Enter repeatedly or Tools > Find Next, or Find Next shortcut key F3 to continue searching the next instances of the search term.

Note: *The Find field* *is unavailable in Text Viewer mode.*

Copying text in Text Viewer mode

1. Select text

- Select a word: Double-click the word you want to select.
- Select a line of text: Move the cursor toward a line of text you want to select.
- Select all the text: Press Ctrl + A or right-click the Document Pane > choose Select All.

Copying text

Do one of the following:

- Right-click the selected text > choose Copy.
- Press shortcut key Ctrl + C.

Pasting text

To paste the selected text on Clipboard to another application, please follow the paste command of the specific application.

PDF Properties

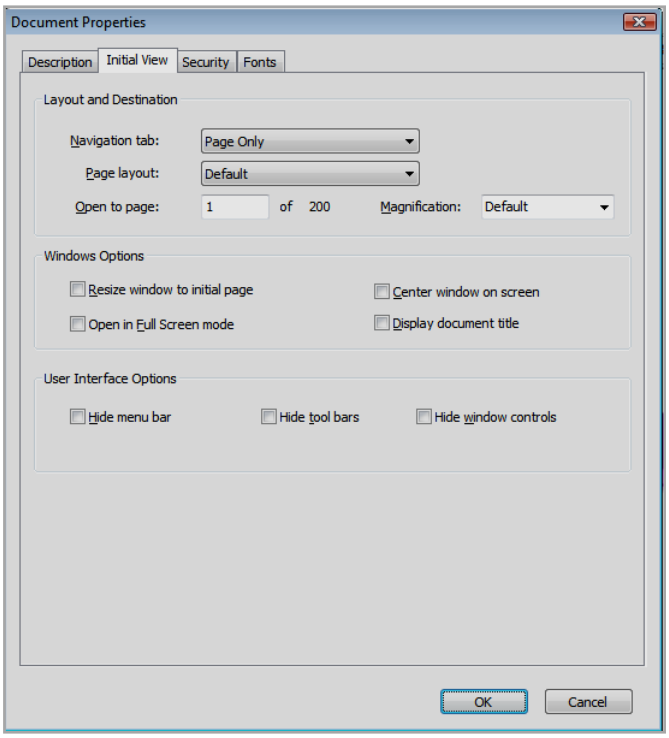
To view the PDF properties, please choose File > Properties. You can acquire all relevant information as follows:

Description

This tab shows some basic information about the document. The title, author, subject, and keywords may have been set by the person who created the document in the source application. You can easily edit the document information within the PDF document, a useful way for searching and indexing files.

Initial View (Available in *Standard* and *Business* Only)

When a user opens your PDF document, they see the initial view of the PDF. You can set the initial view to the magnification level, page and page layout that you want. If your PDF is a presentation, you may want to set the initial view to Full Screen Mode. After you define the initial view of the PDF, you can add page transitions to selected pages of the entire document.



Initial View tab of the Document Properties dialog box

Define the initial view as Full Screen mode

When setting the initial view of a PDF to Full Screen mode, you must define how the document opens.

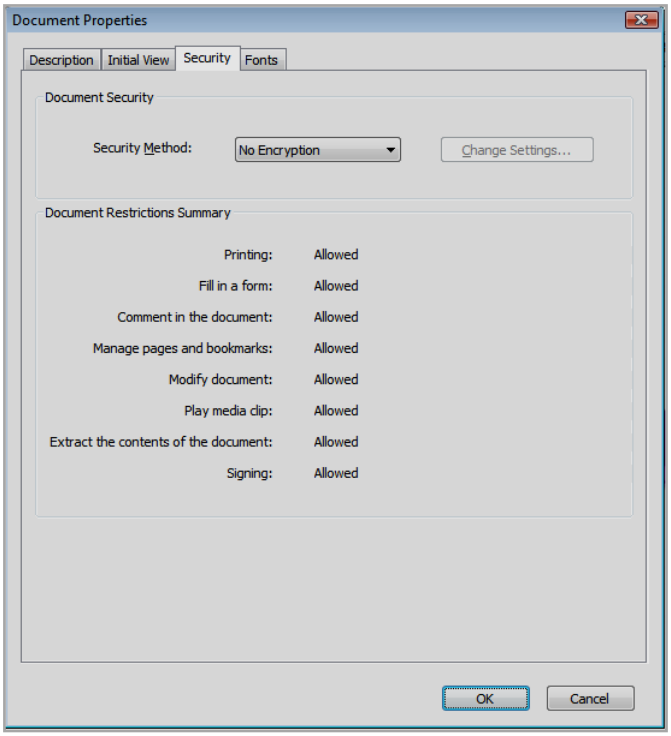
1. Choose **File > Properties**.
2. In the Document Properties dialog box, select Initial View.
3. For best results, do the following:
   - ✧ Choose **Page Only** from the Navigation tab menu.
   - ✧ Choose **Single Pag**e from the Page layout menu.
   - ✧ Set Open to page to the page on which you want to start the presentation.

4. Select Open in Full Screen mode to open the document without the menu bar, toolbar, or window controls displayed. Click OK. (You have to save and reopen the file to see the effects.)

Note: *Users can exit Full Screen mode by pressing* ***Esc*** *if their preferences are set this way. However, in Full Screen mode, users cannot apply commands and select tools unless they know the keyboard shortcuts. You may want to set up page actions in the document to provide this functionality.*

Security

This tab describes security permissions and what functionality is allowed within a PDF. All the security information is listed here if a password has been applied to the PDF.

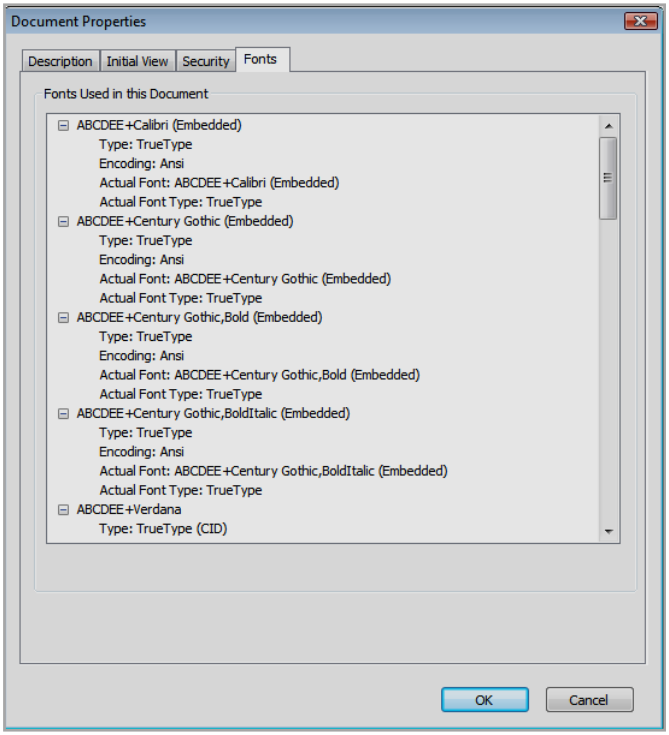


Security tab of the Document Properties dialog box

See also "Checking PDF security"

Fonts

The Fonts tab lists the fonts and the font types used in the original document, as well as the encoding used to display the original fonts.



Fonts tab of the Document Properties dialog box

Navigating in Documents

Foxit PhantomPDF provides user-friendly controls to navigate through PDF documents. You can navigate in PDF documents by paging through or by using navigational tools.

Page through a Document

1. Navigating around documents. Do one of the following:

   ✧ **Using mouse actions or keystrokes**
   Scroll the mouse wheel or press the Down or Up Arrows on the keyboard to navigate around the documents.

   ✧ **Scroll automatically**
   Automatic scrolling allows users to view documents without using mouse actions or keystrokes. Foxit PhantomPDF also enables you to change the scrolling speed with ease.

   A. Choose “View” > “AutoScroll”.
   B. Do one of the following:
   - To increase or decrease the scrolling speed, press the Up Arrow or Down Arrow key, depending on the direction of scrolling.
   - To reverse the direction of scrolling, press the minus sign (-) key.

- To jump to the next or previous page, press the Space Bar or Shift + Space.
- To stop automatic scrolling, choose View > AutoScroll again.

2. Going to the next or previous page. Do one of the following:

- Choose View > Go To > Previous Page or Next Page on Menu Bar.
- Click the Previous Page icon or the Next Page icon on Status Bar.
- Put the cursor in the Document Pane, press the Page Up or Page Down keys to turn the pages.
- Put the cursor in the Document Pane, press the Left or Right Arrows on the keyboard to move the pages up or down.

3. Going to the first or last page. Do one of the following:

- Choose View > Go To > First Page or Last Page on Menu Bar.
- Click the First Page icon or the Last Page icon on Status Bar.
- Press the Home or End keys.

4. Going to a specific page. Do one of the following:

- Choose View > Go To > Pages… > input the specific page number > OK.
- Input or select the specific page number on the Current Page Number Box on the Status Bar, and press Enter.

5. Retracing your steps

To go back or forward one page, click the Previous View button or Next View button on the Toolbar or Status Bar.

Navigating with Bookmarks

Bookmark displays the list of bookmarks that the document contains. Generally speaking, it is a visual table of contents that represents the chapters, main headings, and other organizational elements in a document.

1. To show or hide bookmarks, do one of the following:

- Choose View > Navigation Panels > Bookmarks.
- Click the Bookmark button on the Navigation pane.
- Click the button at the top right corner of the Navigation pane to minimize or maximize bookmarks.

2. To jump to a topic, click the bookmark or right-click the bookmark and then choose “Go to

Bookmark". Click the plus (+) or minus (-) sign to expand or collapse the bookmark contents.

Navigating with Page Thumbnails

Page thumbnails are reduced-size versions of PDF pages. It provides miniature previews of document pages and makes it easier to view and recognize them. The red box in the page thumbnail indicates which area of the page appears.

1. To show or hide page thumbnails, do one of the following:

- Choose View > Navigation Panels > Pages.
- Click the Page Thumbnails button on the Navigation pane.
- Click the button at the top right corner of the Navigation pane to minimize or maximize Pages panel.

2. To navigate with page thumbnails, do one of the following:

- To jump to another page, click its thumbnail.
- To move to another location of the current page, drag and move the red box in its thumbnail.
- To resize page thumbnails, right-click on a thumbnail, and then choose "Enlarge Page Thumbnails" or "Reduce Page Thumbnails".

Navigating with Links

Links take you to another location in the current document, or to locations in other documents or websites. Clicking a link on PDF documents is just the same as in other applications. You can follow a link by doing the following:

- Select the Hand tool on Basic Toolbar.
- Position the pointer over the link until the pointer changes to the hand with a pointing finger .

Searching and Indexing in PDFs

Finding Text

Foxit PhantomPDF provides handy tools to find text. You can not only search text in a PDF, but also in certain files or disks. Also, you can limit your search by choosing the options offered on the Find Text dialog box to find specific items.

To find text you are looking for, follow the steps below:

- Choose Tools > Find Text… or select the Find Field on the toolbar
- Type the text in the Find What field.
- Click the drop-down button next to Find , and select the search options to limit your search:

  A. Whole words only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.
  B. Case-Sensitive -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
- Press the Find Next button, Find Previous button, or Enter. Foxit PhantomPDF jumps to the first instance of the search term, which appears highlighted.
- Press Enter repeatedly or Tools > Find Next, or Find Next shortcut key F3 to continue searching the next instances of the search term.

Doing advanced search

The search function enables you to search a string either in a single PDF file or in multiple PDF files under a specified folder. When the search finishes, all occurrences will be listed in a tree view, allowing you to quickly preview the contexts and jump to specific locations.

1. Searching text

To search text you are looking for, follow the steps below:

- Click the Search button on toolbar, or select Open Full Foxit Search from the Find drop-down menu.
- In the Search window, type the text you want to search for, and do any of the following:

  A. To search the text in the current PDF document, select In the current PDF document.
  B. To search the text in all PDF documents in specific files or disk, select All PDF Documents in > choose one of the disks or User-selected search paths.
  C. To limit the search to match only whole words, check whole words only. For example, if you search for the word *Read*, the word *Reader* will not be found.
  D. To make the search case-sensitive, check Case-Sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.

- Click Search button.
- The results appear in the page order. Each item listed includes a few words of context and an icon that indicates the type of occurrence. If necessary, click the plus sign (+) to expand the search results. Then select an instance in the results to view that instance in the PDF.

- (Optional) Click the New Search button to start a new search task.

Tip: *When you search in PDFs, the key words in comments and bookmarks panels are included in the search.*

2. Moving and resizing search box

The advanced search box can float or be docked. You can also resize the box with ease.

- To float the docked search box, please double-click the title bar or drag it by its title bar to another location in the work area.
- To move the floating search box, drag it by its title bar to another location in the work area.
- To resize the search box, drag any corner point to adjust.
- To dock the floating search box, double-click the title bar or drag it by the title bar to its original location.

Adjusting PDF Views

Foxit PhantomPDF provides multiple tools that help you adjust the view of your PDF documents. It includes simple tools as Zoom In and Zoom Out, as well as more advanced tools like setting the page layout and orientation.

Changing the Page Orientation

You can change the orientation of the document from portrait to landscape view by using the **Rotate** tools.

- Choose View > Rotate View > Clockwise or Counterclockwise.
- Click the Rotate Clockwise button or Rotate Counterclockwise button on Rotate View Toolbar.

Note: *You can change the page view in 90-degree increments, but the change only affects screen display instead of its actual orientation. You cannot save the changes in page view.*

Adjusting Page Magnification

Do one of the following procedures:

1. Click the Zoom In or Zoom Out tools on the View Toolbar or View > Zoom > Zoom Out/In Tool on Menu Bar.

Note: *If you click on a page, then the tool will zoom in/out on the page, trying to keep the clicked point as the center of the window. If you drag a rectangle on the page and then release the*

mouse, then the tool will zoom in/out on the page, trying to keep the rectangle as the center of the window. If you press the Ctrl key while scrolling the mouse wheel, then the tool will zoom in/out on the page based on the scrolling direction.

2. Select or input a magnification percentage in the Magnification Percentage Area

on the Status Bar.
3. Right-click the Document Pane and choose Zoom In or Zoom Out. Or you can select Zoom To… > choose or input a magnification percentage > OK.
4. Using the Loupe Tool

- Choose the Loupe Tool on the View Toolbar or by clicking View > Zoom > Loupe Tool.
- Move the loupe tool to the places you want to view, you will see the amplificatory or decreased objects in the Loupe Tool dialog box.
- (Optional) Select the Lock option in the Loupe Tool dialog box. Click the area of the document you want to view in closer detail. A red rectangle appears in the document, corresponding to the area shown in the Loupe Tool window. You can drag or resize the rectangle to change the Loupe tool view.
- To change the scale ratio of the Loupe Tool, you can either enter a value in the zoom text box, or drag the slider in the Loupe Tool dialog box.

5. Using the Magnifier

You can easily magnify areas of the PDF files as you work on Foxit PhantomPDF with this free tool. It is especially useful for visually impaired people with some functional vision.

Magnifier

Fisheye Magnifier

- Choose the Magnifier on the Toolbar or by clicking View > Zoom > Magnifier.
- Move the Magnifier to the places you want to view.
- To switch between Magnifier and Fisheye Magnifier, press the left mouse button.
- To change the size of magnifier window, press the right mouse button.
- To turn off the Magnifier, choose any other tools.

Resizing a Page to Fit the Window

There are three types for you to choose:

- To resize the page to fit entirely in the document pane, choose View > Zoom > Fit Page, or click Fit Page button on View Toolbar, or right-click the Document Pane and choose Fit Page.
- To resize the page to fit the width of the window, choose View > Zoom > Fit Width, or click the Fit Width button on View Toolbar, or right-click the Document Pane and choose Fit Width. Part of the page may be out of view.
- To resize the page to its actual size, choose View > Zoom > Actual Size, or click the Actual Size button on View Toolbar, or right-click the Document Pane and choose Actual Size.

Changing the Page Display

Changing page display is especially useful when you want to zoom out to get an overview of the document layout. Foxit PhantomPDF provides the following page layouts:

- Single Page – Displays one page in the document pane at a time.
- Continuous – Arranges the pages in the document pane in a continuous vertical column.
- Facing – Arranges the pages side by side, displaying only two pages at a time.
- Continuous Facing – Arranges the pages side by side in a continuous vertical column.
- Show Cover Page During Facing

If a document has more than two pages, the first page can be displayed alone on the right side of the document pane in Facing and Continuous Facing views.

To display the cover page as the first page on the right followed by two facing pages, please choose the Facing or Continuous Facing mode, and then select View > Page Layout > Show Cover Page During Facing.

To set page display, please do one of the following:

- Choose View > Page Display, and choose one of the mode to your needs.

Using Split-Window View

You can view a PDF with the document pane divided into two panes (Split command) or four panes (Spreadsheet Split command).

With Split view, you can scroll, change the magnification level, or turn to a different page in the active pane without affecting the other pane.

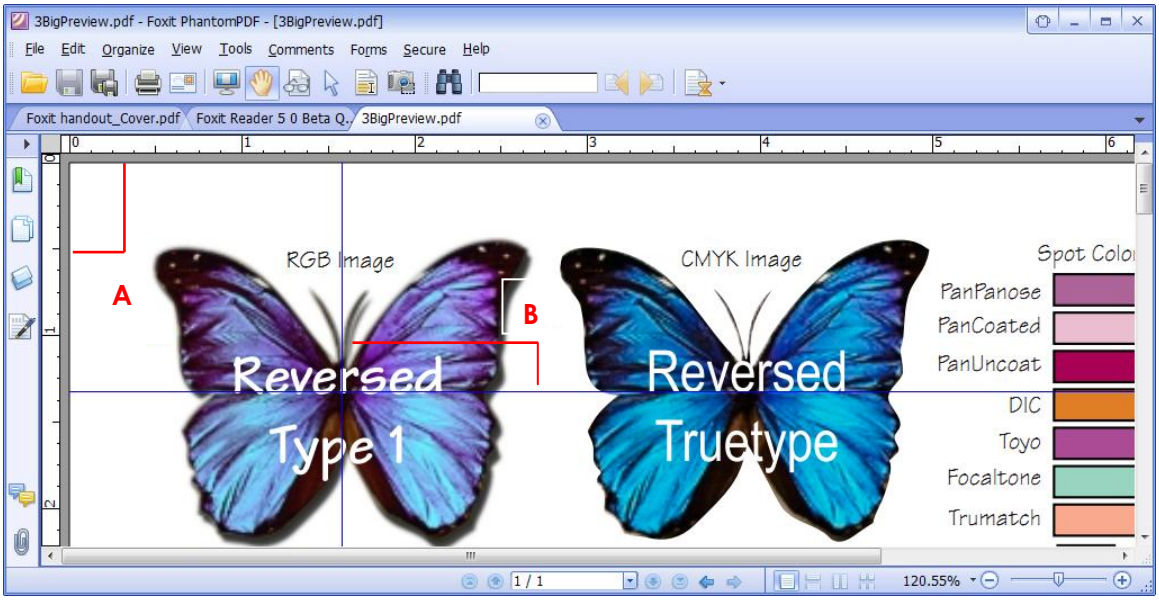
The Spreadsheet Split view is useful if you want to keep column headings and row labels visible while scrolling through a large spreadsheet or table. In this mode, changing the magnification in one pane changes the magnification in all panes. Also, scrolling is coordinated between the panes. Scrolling a pane horizontally also scrolls the pane above or below it; scrolling vertically also scrolls the pane to the left or right of that pane.

- To split the view into two panes, choose View > check Split.
- To split the view into four panes with synchronized scrolling and zoom levels, choose View > check Spreadsheet Split.
- To restore single-pane view, choose View > uncheck Split/Spreadsheet Split.

Rules, Guides and Measurements

Using Rulers & Guides

Foxit PhantomPDF provides horizontal and vertical ruler guides to help you align and position text, graphics or other objects on the page. They can also be used to check their size and the margins in your documents.



Rulers & Guides

A. Rulers B. Guides

Showing or hiding rulers

- To show/hide rulers, select View > Rulers.

Creating ruler guides

Do one of the following:

- Drag down from the horizontal ruler to create a horizontal guide, or drag to the right of the vertical ruler to create a vertical guide.
- Double-click a location on the horizontal ruler to create a vertical guide, or double-click a location on the vertical ruler to create a horizontal guide.

Moving ruler guides

Select the Hand tool, click and hold the guide, and then drag it to a new location.

Changing unit of measurement

Right-click the horizontal ruler or the vertical ruler, and select a measurement system for the rulers.

Deleting ruler guides

- To delete a guide, click the guide to select it, and then press the Delete key.
- To delete all guides on a certain page, scroll to the page, right-click in the ruler area and choose Clear Guides on Page.
- To delete all guides, right-click in the ruler area and choose Clear All Guides.

Measuring the Objects

The Measure Tools enable you to measure distances and areas of objects in PDF documents. The measure tools are especially useful when you need to know the distances or areas associated with objects in a form or computer-aided design (CAD) drawing or when you want to measure certain areas of a document before sending to a professional printer. The measure tools are available to Reader users only if the PDFs are measurable.

When you use a measure tool, the tool dialog box displays the measurements of the line segments you draw.

Measuring the objects

Choose Tools > Measure Tools > [measure tool name], or click the measure tools on toolbar, and do any of the following:

- Select the Distance Tool to measure the distance between two points. Click the first point, move the pointer to the second point, and click again. The measurements will appear on the page.
- Select the Perimeter Tool to measure a set of distance between multiple points. Click

the first point to start, and then click each point you want to measure. Double-click the last point to end measuring.

- Select the Area Tool to measure the area within the line segments that you draw. Click the first point to start, and then click each point you want to measure. After you have clicked at least two points, click the first point or double-click the last point to complete the area measurement.

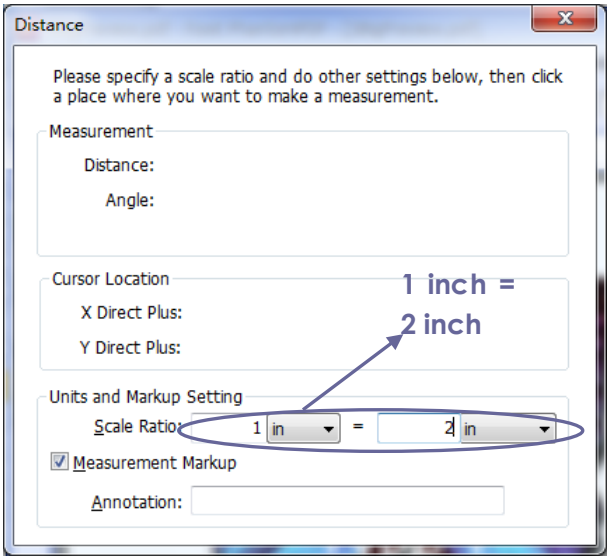
Note: *You can also choose to complete or cancel measurement by right-clicking and choosing options from the context menu.*

After selecting the measuring tool, do any of the following in the pop-up dialog box:

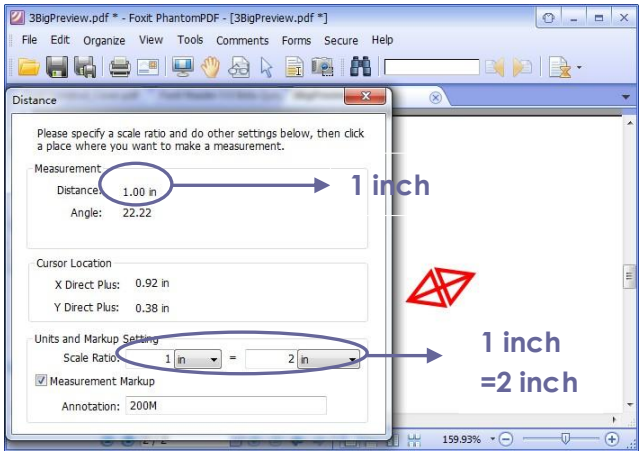
- To change the scaling ratio (such as 1:2) on the drawing areas, specify the appropriate numbers in the tool dialog box. If necessary, change the unit of measurement next to this ratio.
- Check Measurement Markup in the tool dialog box if you want the lines you draw to appear as a comment. You can put the pointer over the measurement with the Hand tool selected so that you can view the measurement and annotation you have drawn.

Note: *The object you draw will disappear when the Measurement Markup is deselected in the Distance dialog box.*

- ***Take a look at the following example:***



A. Select Distance Tool, and set the scale ratio as 1 inch = 2 inch in the pop-up Distance Tool dialog box.


3BigPreview.pdf * - Foxit PhantomPDF - [3BigPreview.pdf *]
File Edit Organize View Tools Comments Forms Secure Help
Distance
Please specify a scale ratio and do other settings below, then click a place where you want to make a measurement.
Measurement
Distance: 1.00 in
Angle: 22.22
Cursor Location
X Direct Plus: 0.92 in
Y Direct Plus: 0.38 in
Units and Markup Setting
Scale Ratio: 1 in = 2 in
Measurement Markup
Annotation: 200M
1 inch
1 inch
=2 inch
159.93%

B. You will see the actual distance between these two points is 1 inch. But with the scale ratio (1 inch = 2 inch), the distance displaying on the screen is shown as 2 inch.

Working on the measurement object

After you complete the measurement, you are able to do further operations on it, such as move, resize, flip, and even work on it the way you work on comments.

Moving the measurement object

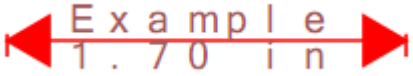
- With the Hand Tool or Annotation Selection Tool selected, click the measurement object you want to move.
- Place the cursor over the object when the pointer changes into ▶, hold and drag the mouse to move it to the intended place.

Changing the length and orientation of the line segment

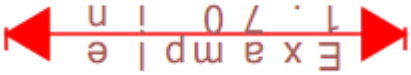
- With the Hand Tool or Annotation Selection Tool selected, select one of the resize corners ■, you will see the pointer change into .
- Hold and drag the mouse to change the length and orientation of the line segment.

Flipping the measurement and annotation

You can reverse measurement and annotation of the object you draw.



Before flipping



After flipping

To flip the measurement and annotation of the object, do the following:

- Select the Hand Tool or Annotation Selection Tool .
- Right-click the object you draw > select Flip.

Working on measurement objects as comments

The measurement objects can also be used as comments, as a result of which, you cannot only set status, open popup note, delete, reply to the objects, but you can also set properties, and set current properties as default for them.

For the information of how to work on the objects as comments, please refer to the corresponding section of "Chapter 7 – Comments".

Chapter 3 – Creating PDFs

Up to 3 times faster than other PDF tools, Foxit PhantomPDF makes creating PDF and PDF/A documents simple and streamlined. With a click you can quickly convert virtually any kind of file to PDF without having to open the source application.

Creating PDF from any file

One-click PDF creation from any file

Foxit PhantomPDF can create any kind of printable files to PDF simply by dragging the file into the program window; alternatively you can use Foxit PhantomPDF to quickly convert files to PDF directly from within Windows® Explorer.

To create a PDF with one click:

Drag the document you want to convert on to the **Foxit PhantomPDF** desktop icon or, if Foxit PhantomPDF is open, drag the file directly into the application window.

Creating a PDF from a file

You can create a PDF from Office, email, a web site, or from any file that prints.

1. Choose File > Create PDF > From File.
2. In the Open dialog box, select a file. You can browse all file types when you select All Files (**) from the File type menu.
3. Click Open to convert the file to a PDF.
4. Type a filename and specify a location in pop-up **Save** dialog box.

Note: *Depending on the type of file being converted, the converting application opens automatically and a progress dialog box appears.*

Creating a PDF from multiple files

You can easily merge files of different types into a single PDF.

1. Choose File > Create PDF > From Multiple Files
2. In the Convert Multiple Files dialog box, click Add Files to select the files you want to combine, click Add Folder to add all files under this specific folder.
3. Adjust the order of files as desired by using Move Up/Down.
4. Select Merge multiple files into a single PDF file, and click Convert.
5. Select a file name and location for the combined PDF, click Save.

Tip: *Foxit PhantomPDFPDF uses original filename as a bookmark as default when combining multiple files into a single PDF.*

Creating a PDF from a blank page

You can create a PDF from a blank page rather than beginning with a file, a clipboard image, or scanning.

1. Choose File > Create PDF > From Blank Page.
2. Begin typing the text you want to add to the blank page.
3. As needed, select other tools and options that you want to apply to the PDF.
4. Choose File > Save, and select a name and location for the PDF file.

Creating a PDF using the Print command

Foxit PDF Printer works like a standard printer, so you can use it to print your files from any windows applications as if you would print to a real printer.

1. Open the file in its authoring application.
2. Choose File > Print.
3. Select the printer named Foxit PhantomPDF Printer, and click OK button to start printing.
4. You will be prompted to specify the name of the PDF file and where to store, simply assign the PDF filename and select a folder location.
5. Click Save.
6. You will see a creating status bar, when it is done, the PDF will be automatically opened.

Setting Foxit PhantomPDF Printer Properties

Before you create a PDF file, you may wish to access PDF Printing Preferences to set up options for your PDF files, there are two ways to access PDF Preferences.

1. Accessing the PDF printing Preferences from Control Panel
- Go to Start > Settings > Control Panel > Printers and Faxes.
- Right-click on the Foxit PhantomPDF Printer and then select Printing Preferences.

2. Accessing the PDF Printing Preferences from the Print dialog box.
- When you print a file and open the Print dialog box, simply click on the Properties button, you can bring up the PDF Printing Preferences.

General tab

- **Default Folder for Generated PDF File** - allows you to assign a destination folder to place the PDF files after generations.
- **Overwrite existing PDF file without confirmation** - By default, this option is checked. If you

don't hope your file is overwritten without any prompt, you should uncheck this option.

- **Use default filename and save to default folder –** If you don't want to change the original filename, just check this option and the generated PDF file will be automatically saved to the default folder you have assigned.
- **Open the file after converting** – By default, this option is checked; the generated PDF file will automatically open after conversion.
- **Compress images using lossy algorithm** - allows you to reduce the image size but with lower quality during generating PDF files. By default, it's checked.
- **Image Resolution** - allows you to input a DPI (dot per inch) level for image resolution. The valid level value is between 72 -300.
- **Support PDF/A – 1b Standard** – allows you to archive PDF files.
- **Save As Default** - If you hope all your settings can be applied to all documents, you must keep the option checked. If you uncheck it, your settings will be effective for the current document only.
- **PDF Specification Version** - With Foxit PhantomPDF, you can choose PDF reference version from 1.3 to 1.7 when creating PDFs. Choosing the right PDF reference version can help the PDFs you created better compatible with different PDF viewers.

Layout tab

- **Page Form** - This option is for you to click one of paper types, or click Custom-size form and then enter the Paper Size dimensions in the Width and Height boxes.
- **Layout Preview** - You can see how your document layout will look with the selected options from Page Form.
- **Paper Size** - When you click Custom-size Form from the Page Form, this option is activated, and you can enter dimensions in the Width and Height boxes.
- **Unit of Metrics** - Allows you to change the unit of measurement, including inches, centimeter and millimeters.
- **Orientation** - Allows you to change the page orientation.

Creating PDFs from Microsoft Office Files

Foxit PhantomPDF enables you to create intelligent PDF files from Microsoft Office applications, automatically keeping bookmarks, links, outline and more during creation in word files. Here take the Microsoft word files conversion as an example.

Creating PDFs from Microsoft Word files

Using Microsoft 2007

In Microsoft Word 2007, Foxit PhantomPDF appears as a tab in the Word ribbon, allowing you to quickly create PDF files and change your conversions settings with just a few clicks.

To create a PDF:

Select your desired PDF settings from the **Foxit** tab. Do one of the following:

- To create a PDF using the current settings, click **Create PDF** .
- To create and email a PDF using the current settings, click **Create PDF and Email** .

To create a PDF/A-1b compliant PDF:

1. In the **Foxit** tab, check the **Support PDF/A-1b standard** from **Setting > General**.
2. Click **Create PDF** or **Create PDF and Email**.

To change your PDF conversion settings:

Click **Setting** . In the **Settings** dialog box, select the desired options and click **OK**.

Tip: *Refer to Setting Foxit PhantomPDF Printer Properties for information on the PDF conversion options available from within Microsoft Office programs.*

Using Microsoft Word 2003

In Microsoft Word 2000 and 2003, Foxit PhantomPDF appears as a group of toolbar options.

Creating PDFs from Other Applications

Windows Notepad

1. Open a .txt file.
2. Select from main menu **File >Print**.

Internet Explorer

1. Run your Windows web browser, open a website or stay on a web page.
2. Select from main menu **File** > **Print.**
3. Select **Foxit PhantomPDF Printer** from the Pinter list;
4. If you need to deploy printing settings, click the **Preferences** button on the right (Refer to *Setting Foxit PhantomPDF Printer Properties*).
5. Click **OK**;
6. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button.

Outlook Express

1. Run your Email client software, open an E-mail by clicking its title,

2. Select from main menu **File** > **Print.**
3. Select **Foxit PhantomPDF Printer** from the Pinter list.
4. If you need to deploy printing settings, click the **Preferences** button on the right (Refer to *Setting Foxit PhantomPDF Printer Properties*).
5. Click **OK**.
6. A dialog box will pop up for you to specify the folder and file name of the PDF document to be generated, after done, click **Save** button.

Scanning and OCR (Available in *Standard* and *Business* Only)

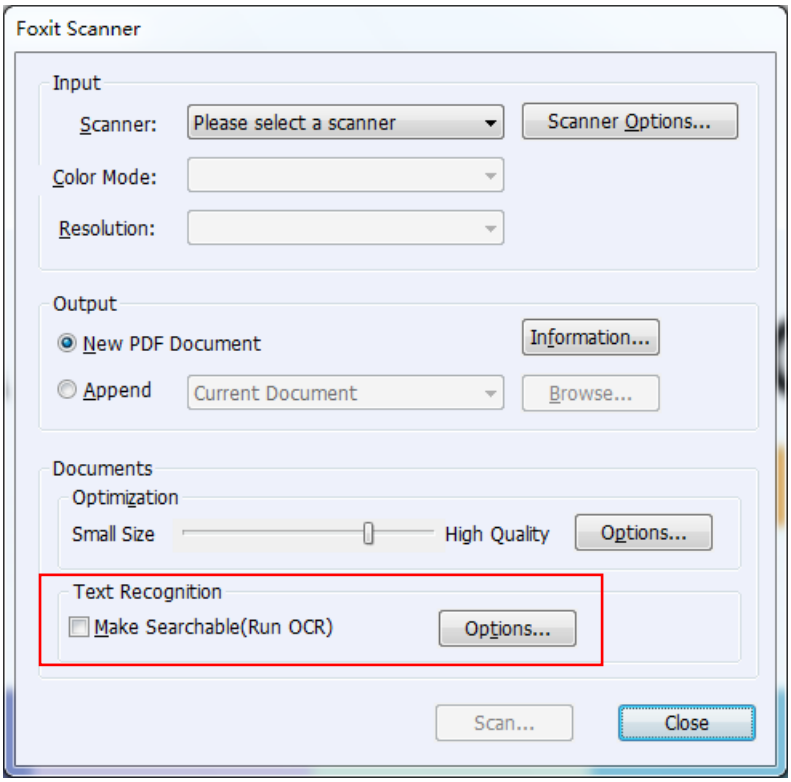
Using Foxit PhantomPDF you can scan paper documents directly to PDF, with the option of using Optical Character Recognition (OCR)* for enabling document searching and selecting.

Creating PDF from Scanner

Foxit PhantomPDF provides you with an easy way to create a PDF directly from a paper document using your scanner.

To scan paper documents to PDF:

1. Choose File > Create PDF > From Scanner.
2. Select the input, output, and documents options in the Foxit Scanner dialog box, and then click Scan.
3. If creating a new PDF, specify a filename and location, and click Save.
4. Select “Continue Scan (put next paper)” to scan next paper if you like.
5. Select “Finish Scanning” and click OK to exit.



Foxit Scanner Dialog Box

- **Input**

  Scanner: select an installed scanner. You must have the manufacturer's scanning software installed on your computer.

  Scanner Options (Windows only): click to open the Scanner Options dialog box. (Available only after you select a scanner.)

  - **User Interface:** the hide scanner's interface option bypasses the windows and dialog boxes provided by the scanner manufacturer. Instead, scanning from Foxit opens the Foxit Scanner dialog box.
  - **Paper Size:** the menu lists available standard page sizes.

  Color Mode (Windows only): select a basic color mode (Color, Black and White, or Grayscale) supported by your scanner. This option is enabled if your Scanner Options are set to use the Foxit scanning dialog box instead of the scanner application.

  Resolution (Windows only): select a resolution supported by your scanner. This option is enabled if your Scanner Options are set to use the Foxit scanning dialog box instead of the scanner application.

  Note: *If you select a Color Mode or Resolution option not supported by your scanner, a message appears and your scanner's application window opens, where you can select different options.*

- **Output**

  New PDF Document: select this to create a new PDF; deselect it if you want to append the scanned page to an existing PDF.

  Append: select this if you want to add the converted scan to an existing PDF. Use the pop-up

menu to select an open PDF or click Browse to find and select another PDF.

- **Documents**

  Optimization: drag the slider to set the balance point between file size and quality. Click the Options button if you want to customize optimization with specific settings for file compression.

  The **Optimization Options** dialog box for image settings controls how scanned images are compressed for the PDF. Default settings are suitable for a wide range of document pages, but you may want to customize settings for higher quality images and smaller file sizes.

  - **Automatic:** applies default settings to balance the file size and quality at a moderate level.
  - **Custom Settings:** makes additional settings available under Compression. When Custom Settings is selected, the Color/Gray or Monochrome settings are available.

    Color/Gray settings: when scanning color or gray pages, select one of the following:
    - ✧ **Lossless:** does not apply compression to scanned pages.
    - ✧ **JPEG:** applies JPEG compression to the entire gray or RGB input page.
    - ✧ **High-Compression**: applies image compression in high-quality with small size. **(Available in *Business* Only)**

    Monochrome: when scanning black-and-white or monotone images, select one of the following:
    - ✧ **Lossless:** does not apply compression to scanned pages.
    - ✧ **CCITT Group 4:** applies CCITT Group 4 compression to black-and-white input page images.
    - ✧ **JBIG 2: a**n image compression standard for bi-level images which is suitable for both lossless and lossy compression.
    - ✧ **High-Compression:** applies to high-quality with small size compression.

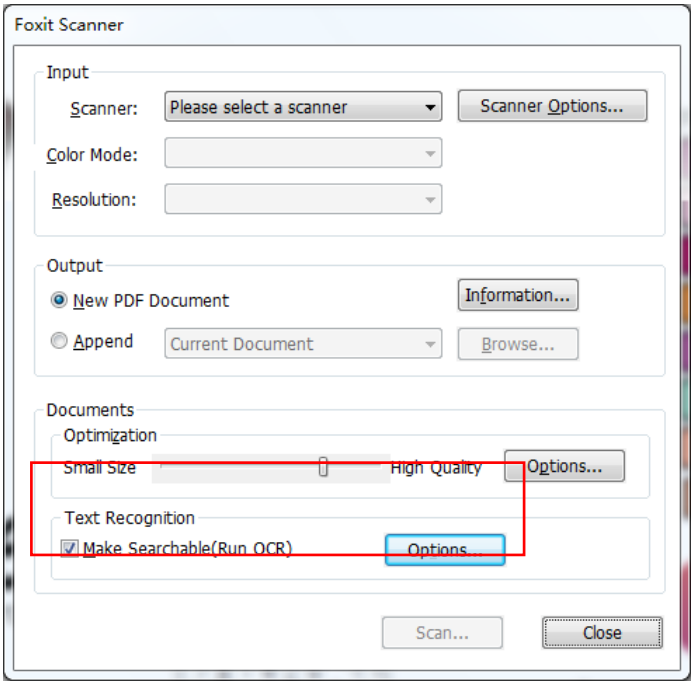
Text Recognition with OCR Engine

What is OCR?

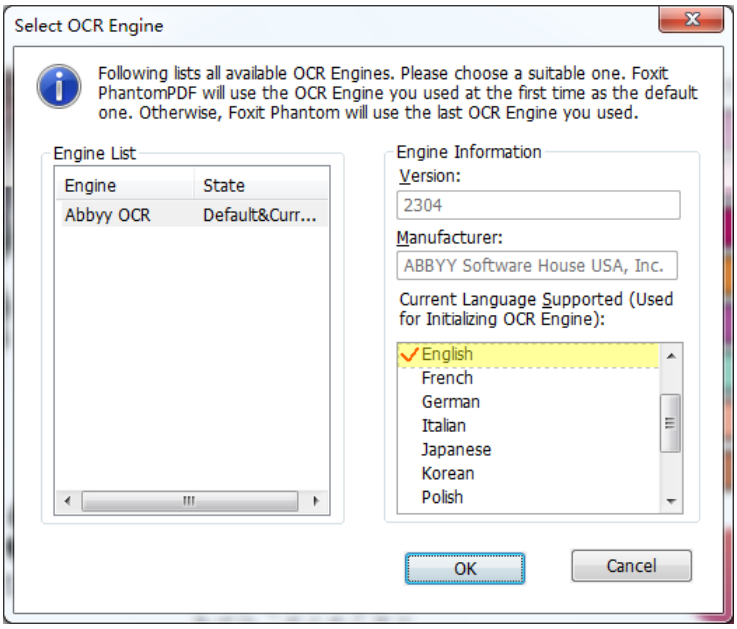
Optical Character Recognition, or OCR, is a software process which enables images of printed text to be translated into machine-readable text. OCR is most commonly used when scanning paper documents to create electronic copies, but can also be performed on existing electronic documents (e.g. PDF).

To recognize the text from Foxit scanner:

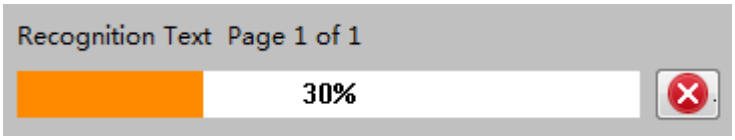
Check the option **Make Searchable (Run OCR)** in the Foxit Scanner dialog box and click **Options** to enter into the Select OCR Engine dialog box.



1. Choose the OCR engine in the left engine list and the language you want.



2. Click “OK” to exit.
3. A recognition text process bar will pop up to show the progress.



4. Select Tools > Find, the text on your image or scanned document are searchable.

You can also recognize text from a opened image or scanned document.

1. Open the scanned PDFs that need to become selectable and searchable.
2. Choose Edit > OCR.
3. In the Recognize Text dialog box, specify the page range (current page, all pages, a range of pages), and click OK.

See also "To recognize the text from Foxit scanner"

Note: *When you are using the OCR engine in Express and Standard editions for the first time, the system will remind you to download and install the engine from Foxit server.*

Chapter 4 – Saving and Exporting PDFs

Foxit PhantomPDF provides you with the power to do more when saving PDF documents. If the file permissions allow, you can save comments, form fields that you have added to a document, as well as save PDF contents in text format. Also, you can export a PDF as image into PNG, JPEG, JPEG2000, TIFF and BMP. formats.

Saving PDFs

Saving a copy of a PDF

1. Choose File > Save As…
2. In the Save As dialog box, enter the filename and location, and click Save.

Saving comments and form field entries

Do one of the following:

- Choose File > Save
- Choose File > Save As… > enter the filename and location > Choose Document and Annotations in Save What field > click Save.

Saving a PDF as a text file

1. Choose File > Save As…
2. Choose TXT Files (*.txt) from the Files of Type Option in the Save As dialog box.
3. Specify the content range (save whole document, save current page, save page in range).
4. Enter the filename and location, and click Save.

Saving a PDF as other file types

1. Choose File > Save As…
2. Choose All Files (*.*) from the Files of Type Option in the Save As dialog box.
3. Select to save Document and Annotations or Document without changes in Save What field.
4. Enter the filename and location, and click Save.

Note: *This function allows PDF documents to appear, for confidential purposes; in different file types as if they were created on a different platform other than PDF.*

Exporting PDFs (Available in *Standard* and *Business* Only)

Exporting PDF to Word

1. Select File > Export to Word.
2. You can select the language used in the PDF from Setting before you save as to ensure the quality of the exported Word document.

Exporting a PDF as an image

1. Select File > Export to Images.
2. Specify the page range (all pages, current page, a range of pages), and click OK.
3. You can set the quality, colorspace, resolution from setting before you save as.

Reusing PDF Content

With Foxit PhantomPDF, you can copy text and images to other applications, and view PDF contents in a text mode.

Selecting and Copying Text

The Select Text tool lets you select horizontal and vertical text or columns of text in a PDF. To copy text, click Select Text Tool on Toolbar or choose Tool > Select Text on Menu Bar and do the following:

Selecting text

- Select a line of text: Move the cursor toward a line of text you want to select.
- Select a column of text: Put the cursor between the lines, move toward a column of text and draw a rectangle over it.
- Select a word: Double-click the word you want to select.
- Select multiple paragraphs through pages: Click at the start of the selection, scroll to the end of the selection without releasing your mouse.
- Select all the text: Press Ctrl + A, or select some text, right-click it and then choose Select All.
- Deselect all the text: Right-click the selected text, and choose Deselect All.

Copying text

Once you have selected the text, do one of the following:

- Right-click the selected text > choose Copy.
- Press shortcut key Ctrl + C.

Pasting text

To paste the selected text on Clipboard to another application, please follow the paste command of the specific application.

Copying Images

You can copy and paste individual images from a PDF to the clipboard, to other applications, or to other files.

Taking a snapshot of an image

To copy an image, please switch to the Snapshot tool :

- Choose Tools > Snapshot or click the snapshot tool on Basic Toolbar, and the pointer changes into a Cross automatically.
- Hold the pointer over the image and drag a rectangle around it.
- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Select Graphic.
- Paste the selected image to other applications.

Taking a snapshot of a page

You can use the snapshot tool to copy the entire page. Both text and images will be copied as an image.

- Select the Snapshot tool by choosing Tools > Snapshot or click the snapshot tool on Basic Toolbar.
- Drag on the page to select content, click anywhere in the page, or right-click anywhere in the page and choose “Select All” to copy the entire page.

To deselect it, please right-click anywhere in the page and choose “Deselect All”.

- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Select Graphic.
- Paste the selected image to other applications.

Note: *The selected area will be highlighted in blue.*

Copying a Combination of Text and Images as an Image

You can use the snapshot tool to copy the all selected content (text, images, or both) to the clipboard or other applications. Text and images will be copied as an image.

To copy a combination of text and images as an image, do the following:

- Select the Snapshot tool by choosing Tools > Snapshot or click the snapshot tool on Basic Toolbar.

- Drag a rectangle around the text and images.
- You will be prompted that the selected area has been copied to the clipboard.
- (Optional) Right-click the selected area, and then choose Copy Select Graphic.
- Paste the selected image to other applications.

Chapter 5 – Organizing PDFs (Available in *Standard* and *Business* Only)

Foxit PhantomPDF comes with a built in functionality to combine various PDF files & split one PDF into various small single & multiple page PDF files according to page numbers as well as page range. Organize PDF files by re-arranging pages, composing page outlines, etc. Foxit PhantomPDF displays an overview page without any additional software so you can easily know what you are working on. It allows you to split, merge, and reorganize pages in your PDF document.

Inserting Pages

Inserting pages from a file

Foxit PhantomPDF allows you to insert one PDF into another.

1. Open the PDF that you want to serve as the basis of the combined file, and choose Organize > Insert Pages > From File.
2. Select the files or the folders that you want to insert into the target document, and click Open. (Support to add multiple file with PDF, doc, jpg etc formats and folders one time.)
3. In the Insert Pages dialog box, specify where you want to insert the document (before or after the first, last, or a designated page of the open PDF), and page range (all or specific pages) of the PDF document that you want to insert.
4. Choose the file you added and you can preview the insert page in the right bottom image box.
5. To leave the original PDF intact as a separate file, choose Save As, and type a new name for the merged PDF.

Inserting pages from a scanner

You can insert pages from a paper document using Foxit PhantomPDF and your scanner.

1. Open the PDF that you want to serve as the basis of the combined file, and choose Organize > Insert Pages > From Scanner.
2. Select the input and documents options in the Foxit Scanner dialog box, and then click Scan.

See also "Create a PDF from a scanner"

Inserting pages from a blank page

1. Open the PDF that you want to serve as the basis of the combined file, and choose Organize > Insert Pages > From Blank Page.

2. In the Insert blank pages dialog box, specify where you want to insert the blank page (before or after the first, last, or a designated page of the open PDF), and page count (how many blank pages you want to insert), and click OK.
3. To leave the original PDF intact as a separate file, choose Save As, and type a new name for the merged PDF.

Deleting Pages

After combining PDF files, you can delete unwanted or blank pages.

Deleting Pages using the Delete command

1. Open the PDF document where you want to delete pages.
2. (Optional) Click the Page Thumbnails button in the navigation pane and select the pages you want to delete.
3. Choose Organize > Delete Pages.
4. Click OK to delete selected pages or click **From** and specify a range.

Note: *If you want to retain a copy of the original PDF, make sure that you save the new document using* ***Save As*** *rather than* ***Save****.*

Deleting Pages using page thumbnails

1. In the Pages panel, select a page or group of pages:
   - ✧ Select the page number box of the thumbnail or the page thumbnail itself.
   - ✧ Shift-click or Ctrl- click to select a range of page thumbnails.
2. Choose Delete Pages from the Pages panel Options menu, and click OK.

Extracting Pages

Extraction is the process of reusing selected pages of one PDF in a different PDF. Extracted pages contain not only the content but also all form fields, comments, and links associated with the original page content.

You can leave the extracted pages in the original document and create a new PDF that includes all of the extracted pages during the extraction process—comparable to the familiar processes of cutting-and-pasting or copying-and-pasting, but on the page level.

Note: *Any bookmarks or article threading associated with pages are not extracted.*

1. Open the PDF in Foxit PhantomPDF and choose Organize > Extract Pages.
2. In the Extract Pages dialog box, under Extract Range, do any of the following:

- ✧ To extract only every other page, select either Odd Pages only or Even Pages only.
- ✧ To extract only one page or a range of pages, select From, and enter page numbers in the From and To options.

3. In the Extract Pages dialog box, to leave the original pages in the document and create a single PDF that includes all of the extracted pages, select Extract Pages As A Single File, click OK.
4. A Save As dialog box automatically appears asking you to enter a filename and click Save. The saved file is not currently open in Foxit PhantomPDF.
5. If the "Extract Pages as a Single File" option is deselected, the single PDF that includes all of the extracted pages is currently open without being saved. You have to manually save the single file if you like.
6. The extracted pages are placed in a new document named Extract Pages From [*original document name*].pdf.

Note: *The creator of a PDF document can set the security to prevent the extraction of pages. To view the security settings for a document, choose File > Properties, and select Security.*

Replacing Pages

You can replace an entire PDF page with another PDF page. Only the text and images on the original page are replaced. Any interactive elements associated with the original page, such as links and bookmarks, are not affected. Likewise, bookmarks and links that may have been previously associated with the replacement page do not carry over. Comments, however, are carried over and are combined with any existing comments in the document.

To quickly update a PDF, you can replace individual pages.

1. Open the PDF that contains the pages you want to replace.
2. Choose Organize > Replace Pages.
3. Select the PDF document containing the replacement pages, then click Open.
4. Under Original, enter the pages to be replaced in the original document.
5. Under Replacement, enter the first page of the replacement page range. The last page is calculated based on the number of pages to be replaced in the original document.
6. Click OK.

Swapping Two Pages

The Swap feature is useful sometimes if you want to swap two different pages within a PDF document.

1. Open the PDF document within which you want to swap pages.
2. Choose Organize > Swap Two Pages.

3. In the Swap Two Pages dialog box, enter two different page numbers in the **Swap** and **For** options.
4. Click OK.

Duplicating Pages

The Duplicate Pages feature allows you to copy pages within a PDF document.

1. Open the PDF document within which you want to copy pages.
2. Choose Organize > Duplicate Pages.
3. In the Duplicate Pages dialog box, specify where you want to copy pages within the document (before or after a designated page of the open PDF), and enter page numbers in the Form and To options that you want to copy.
4. Click OK.

Moving Pages

The Move Pages feature allows you to move pages within a PDF document.

Moving one or more pages within a PDF document

1. Open the PDF document within which you want to move pages.
2. Choose Organize > Move Pages.
3. In the Move Pages dialog box, specify where you want to move pages within the document (before or after a designated page of the open PDF), and enter page numbers in the **From** and **To** options that you want to move.
4. Click OK.

Note: *Tagged bookmarks affect the order that reading devices follow, such as devices for the visually impaired. Tagged bookmarks do not change the sequence of pages in a PDF.*

Moving one or more pages within a PDF, using page thumbnails

1. Click the Pages button to open the Pages panel, and select one or more page thumbnails.
2. To move a page, drag the page number box of the corresponding page thumbnail or the page thumbnail itself to the new location.

Cropping Pages

The Crop Pages dialog box is where you can adjust the visible page area. This can help you create consistency within a PDF composed of pages of different sizes.

Cropping one or more pages

1. Open the PDF document within which you want to crop pages.
2. Open the Crop Pages dialog box using one of the following methods:
   - ✧ Choose Organize > Crop Pages.
   - ✧ From the right click context menu on the Pages thumbnails, choose Crop Pages.
3. In the Crop Pages dialog box, adjust values for the Margin Controls: Top, Bottom, Left, and Right. A black rectangle in the thumbnail page display shows the adjusted boundaries of the cropped page.
4. Under Page Range, do any of the following:
   - ✧ To crop all pages in the PDF, select **All**.
   - ✧ To crop only one page or a range of pages, select **From**, and enter page numbers in the From and To options.
5. Click OK.

Rotating Pages

You can rotate all or selected pages in a document. Rotation is based on 90° increments.

1. Open the PDF document within which you want to rotate pages.
2. Open the Rotate Pages dialog box using one of the following methods:
   - ✧ Choose Organize > Rotate Pages.
   - ✧ From the right click context menu on the Pages thumbnails, choose Rotate Pages.
3. For Direction, select the amount and direction of the rotations: Counterclockwise 90 degrees, Clockwise 90 degrees, or 180 degrees.
4. For Pages, specify whether all pages, a selection of pages, odd or even pages or a range of pages are to be rotated.
5. Click OK.

Note: *To temporarily change your view of the page, choose View > Rotate View > Clockwise or Counterclockwise. The original page orientation is restored the next time you open the PDF.*

Flattening Pages

The Flatten Pages feature can discard interactive annotations in the PDF file and make them become part of objects of the PDF pages.

1. Open the PDF document where you want to flatten pages.
2. Choose Organize > Flatten Pages.
3. In the Flatten Pages dialog box, specify the page range (current page, all pages, a range of pages), and click OK.

Note: *If you want to retain a copy of the original PDF, make sure that you save the new document using* ***Save As*** *rather than* ***Save****.*

Chapter 6 – Editing PDFs

Foxit PhantomPDF not only provides general editing features, but also provides an advanced Editor for professional PDFs editing.

Advanced Editing Features (Available in *Business* Only)

For advanced editing features, you need to install Foxit PhantomPDF Business Edition. There are two applications in Foxit PhantomPDF Business Edition**, PhantomPDF main application** and **PhantomPDF Advanced Editor.** The Foxit PhantomPDF Advanced Editor will be installed automatically and the icon of it will be added once finish the installation of PhantomPDF Business Edition.

With the Foxit PhantomPDF Advanced Editor, the only REAL editor for PDF files allows you to easily and efficiently change contents in any existing PDF files. You can select, insert, change, remove, rotate, copy and paste texts, images, graphics and shadings. You can insert, import, delete pages or design page layout. After you finish editing, you can print out the result PDF file, save it to overwrite the original file or create a new file. To trigger the advanced PDF Editor, please do one of the following:

- Select Start > All Applications > Foxit PhantomPDF > Foxit PhantomPDF Advanced Editor.
- Tools-> Modify content. The document will be switched to be opened with Foxit PhantomPDF Advanced Editor.
- For the detailed features usage, please refer to Foxit PhantomPDF **Advanced Editor User Guide**.

For the detailed features usage, please refer to Foxit PhantomPDF **Advanced Editor User Guide**. (Please simply double click on the File Attachment icon to open the attached Advanced Editor User Guide.)

Note: If you are warned that the User Guide is set to be not allowed to open because you're currently in safe reading mode, please go to Tools > Preferences > Trust Manager to disable the safe reading mode.

General Editing Features (Available in *Standard* and *Business* Only)

You can use general editing features to create bookmarks, add links, attach files, add images, play and insert multimedia files, as well as run JavaScript on PDF files. You can go to **Edit** menu directly to use these general editing features.

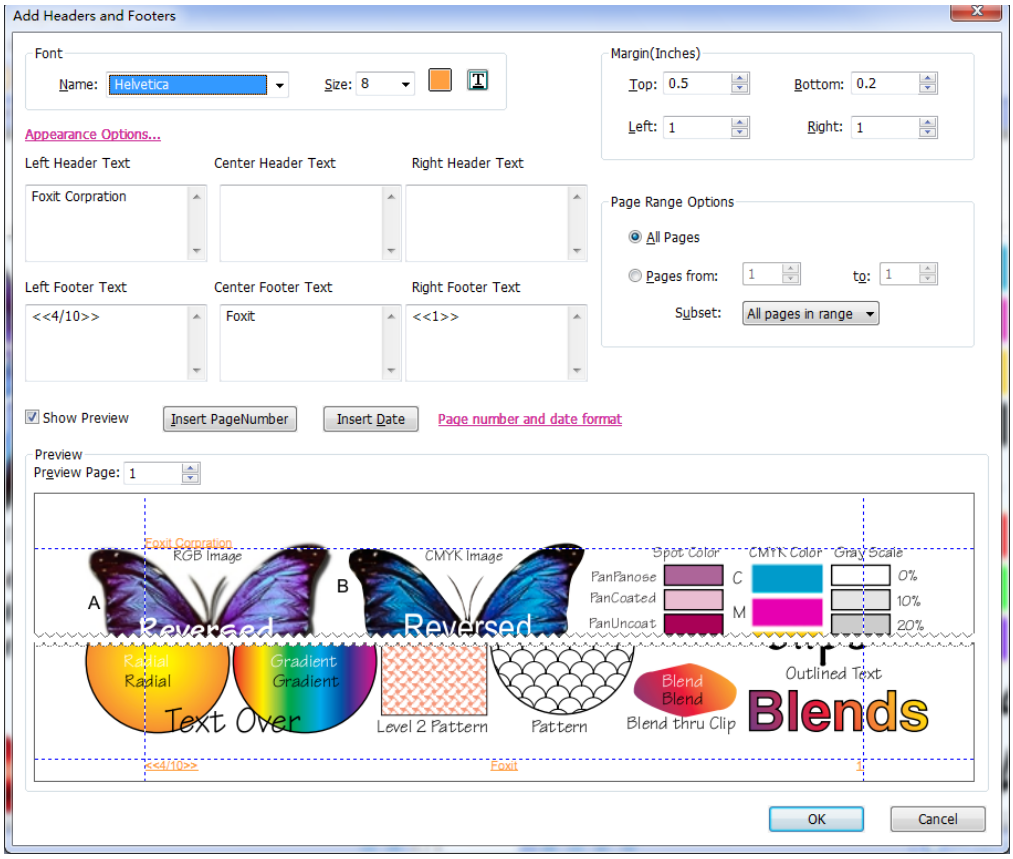
Adding Header & Footer, Watermark & Background to PDFs

Add Header/Footer, Watermark/Background to PDFs with Text, image and PDF, making your PDFs more professional and help you to easily view, navigate watermark and place marks on documents.

Adding Header & Footer

To add a new header & footer, please do the following:

1. Open Edit menu > Header & Footer > Add…
2. Edit the text of header & footer in the “add headers and footers” dialogue box.



Add Headers and Footers Dialog Box

3. Click OK to activate the operation.

To update the header & footer, please do the following:

1. Open Edit menu > Header & Footer > Update…
2. Update the content in the update headers and footers dialogue box.

3. Click OK to activate it.

To remove the header & footer, please do the following:

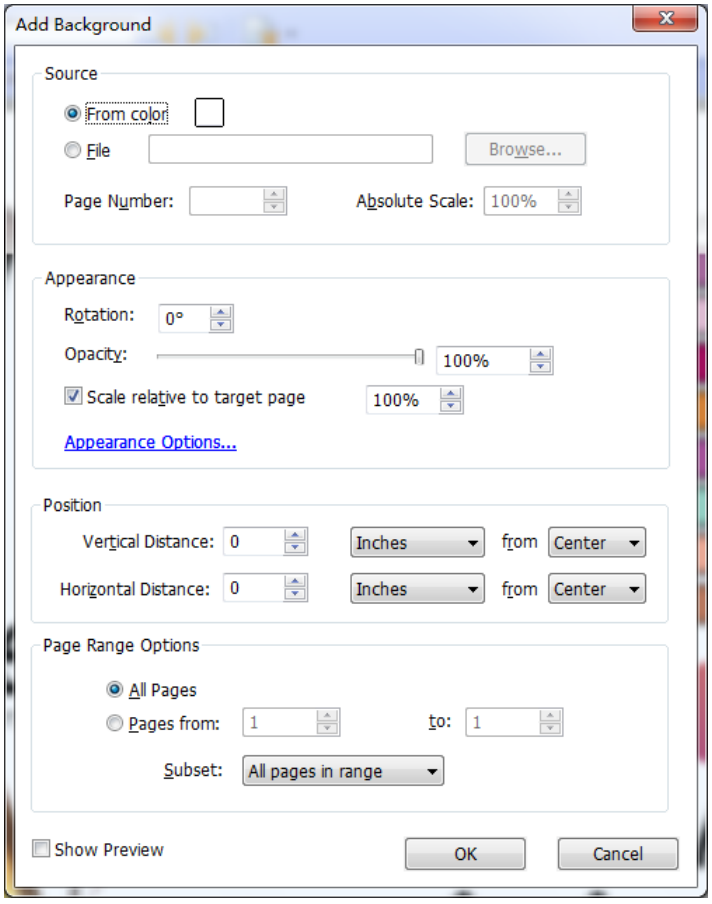
6. Open Edit menu > Header & Footer > Remove…
7. Click “Yes” in the message box.

Adding Background

To add a new background, please do the following:

1. Open Edit menu > Background > Add…
2. Edit the background in the add background dialogue box.

- Choose one color as the background, or add the file from your computer via clicking the browser button. If the file has many pages, you can select one of them.
- Set the appearance by choosing the rotation degree, the opacity. You also can choose to make the scale relative to target page or not.
- Set the vertical and horizontal distance between the target page and the background.
- Choose the page range to play the background. You can select all pages or specify the page range, or choose even pages or odd pages via clicking the right items in the subset list.
- Check or uncheck the **Show Preview** option to preview the changes or not.



3. Click OK to activate it.

To update the background, please do the following:

1. Open Edit menu > Background > Update…
2. Update the content in the update background dialogue box.
3. Click OK to activate it.

To remove the background, please do the following:

4. Open Edit menu > Add background > Remove…
5. Click "Yes" in the message box.

Adding Watermark

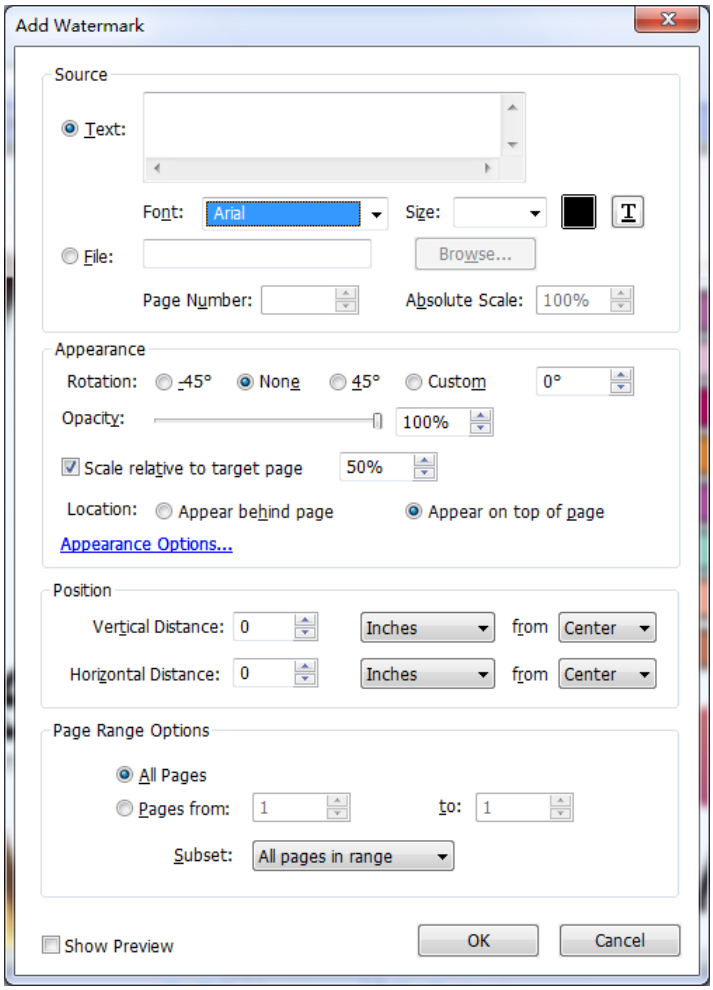
To add a new watermark, please do the following:

1. Open Edit menu > Watermark > Add…
2. Edit the watermark in the add watermark dialogue box.

- Input the text as the background and choose the font, size and the color, or add the file from your computer via clicking the browser button. If the file has many pages, you can select one of them.
- Set the appearance by choosing the rotation degree, the opacity. You also can choose to make the scale relative to target page or not.

  - If you choose the "appear behind page", the page content will obstruct your view of some part of the watermark.
  - If you choose the "appear on the top of page", the watermark will cover some content, but you can adjust it via setting the opacity of the watermark.

- Set the vertical and horizontal distance between the target page and the watermark.
- Choose the page range to play the watermark. You can select all pages or specify the page range, or choose even pages or odd pages via clicking the right items in the subset list.
- Check or uncheck the Show Preview option to preview the changs or not.



8. Click OK to activate it.

To update the watermark, please do the following:

1. Open Edit menu > Watermark > Update…
2. Update the content in the update watermark dialogue box.
3. Click OK to activate it.

To remove the watermark, please do the following:

1. Open Edit menu > Watermark > Remove…
2. Click “Yes” in the message box.

Undoing and Redoing

When making quick adjustments to your document, you may want to undo or redo the most recent action performed. You can undo and redo up to 10,000 actions in Foxit PhantomPDF.

Undo your last action

- Select Edit > Undo.
- Click Undo on the Standard toolbar.
- Press Ctrl+Z.

Note: *Some actions can't be undone, such as clicking any command on the File menu. If you can't undo an action, the Undo command changes to the grayed.*

Redo actions that you undid

- Select Edit > Redo.
- Click Undo on the Standard toolbar.
- Press Shift+Ctrl+Z.

Cutting, Copying and Pasting Comments

Cutting comments

Cutting removes selected comments from the current location. Once you cut the comments, you can paste within the same document, into a different document.

- Select comments to be cut by using Ctrl+Click.
- Choose Edit > Cut, OR select Cut from the right-click menu, OR press Ctrl+X.
- You are now ready to paste.

Copying comments

Once you copy the comments, you can paste within the same document, into a different document.

- Select comments to be copied by using Ctrl+Click.
- Choose Edit > Copy, OR select Copy from the right-click menu, OR press Ctrl+C.
- You are now ready to paste.

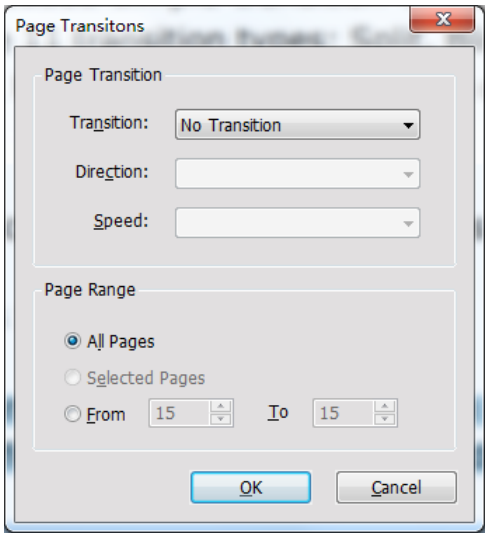
Pasting comments

You can paste comments within the same document, a different document in Foxit PhantomPDF.

- Copy or cut the selected comments by using Ctrl+Click.
- Place your cursor where you want to paste comments within the same document or to another opened document.
- Select Edit > Paste, OR select Paste from the right-click menu, OR press Ctrl+V.

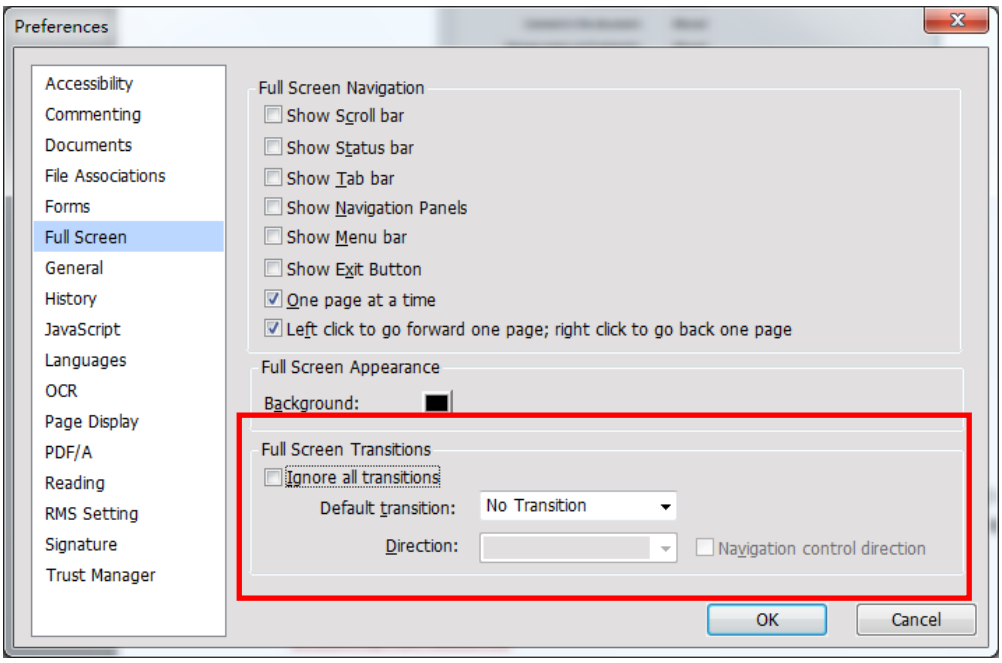
Editing Page Transition in Full Screen

Page transition in full screen mode helps you to turn pages is the same as the transition feature in Microsoft Power Point. To edit page transition for one document, choose Edit > Page Transitions…



Note:

- *This change only works for the PDF you trigger the operation.*
- *The pages will be turned in the same way the next time you open and view the document in full screen mode.*
- *If you want to set page transition to all PDF documents opened by Foxit PhantomPDF, please choose Tools > Preferences > Full Screen.*



Working with Bookmarks

Bookmarks are navigational tools that make your PDF files easier to read. They are usually generated automatically during the PDF creation.

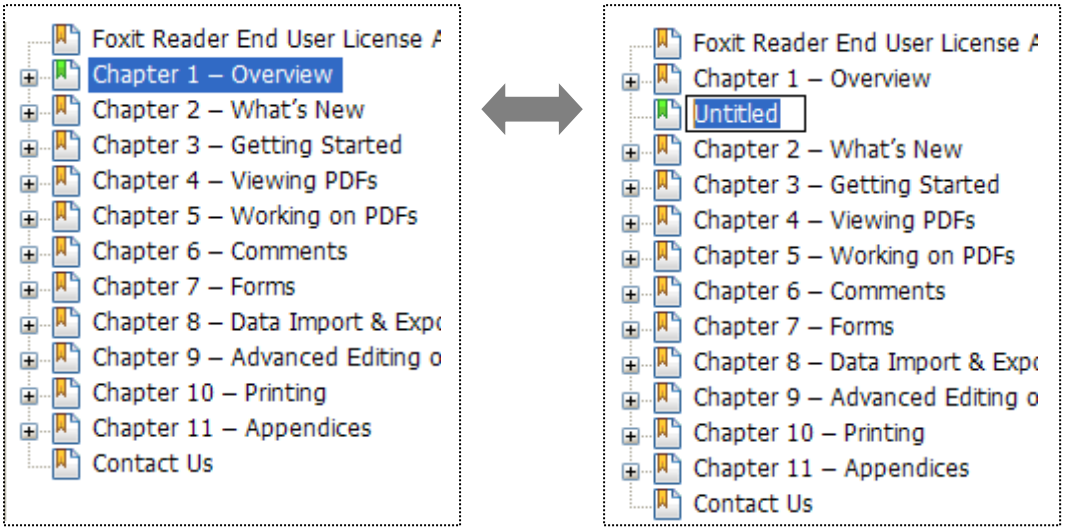
Bookmarks are useful for users to mark a place in a PDF file so that users can return to it with ease. Or you may like to have your own bookmark structure and new bookmark names. With Foxit PhantomPDF, you can easily nest, edit, or delete bookmarks in a PDF file if the security settings allow.

Adding a bookmark

1. Go to the page where you want the bookmark to link to. You can also adjust the view settings.
2. Use the Hand Tool to create the bookmark:

- To bookmark selected text, use the Select Text Tool , and then drag to select the text. The selected text becomes the label of the new bookmark. You can edit the label.

3. Place your bookmark where you want it in the bookmark list.


Foxit Reader End User License A
Chapter 1 – Overview
Chapter 2 – What's New
Chapter 3 – Getting Started
Chapter 4 – Viewing PDFs
Chapter 5 – Working on PDFs
Chapter 6 – Comments
Chapter 7 – Forms
Chapter 8 – Data Import & Exp
Chapter 9 – Advanced Editing o
Chapter 10 – Printing
Chapter 11 – Appendices
Contact Us
Foxit Reader End User License A
Chapter 1 – Overview
Untitled
Chapter 2 – What's New
Chapter 3 – Getting Started
Chapter 4 – Viewing PDFs
Chapter 5 – Working on PDFs
Chapter 6 – Comments
Chapter 7 – Forms
Chapter 8 – Data Import & Exp
Chapter 9 – Advanced Editing o
Chapter 10 – Printing
Chapter 11 – Appendices
Contact Us

4. Click the New Bookmark icon at the top of the Bookmarks panel, or right-click the selected bookmark and choose Add Bookmark

Moving a bookmark

Select the bookmark you want to move, and then do one of the following:

- Hold the mouse button down and then drag the bookmark icon directly next to the

parent bookmark icon. The Line icon shows the place where the icon will be located.

- Right-click the bookmark icon and choose the Cut option > right-click the parent bookmark, and choose Paste after Selected Bookmark.

Note: *The bookmark links to its original destination in the document although it is moved.*

Organizing a bookmark hierarchy

A bookmark hierarchy is an outline or stratified structure that places some bookmarks within others. In Foxit PhantomPDF, multilevel bookmark hierarchy can be defined by properly dragging the bookmark icon in the Bookmark panel.

To nest a bookmark, please do one of the following:

- Select the bookmark you want to nest.
- Hold the mouse button down and then drag the bookmark icon directly underneath the parent bookmark icon. The Line icon shows the place where the icon will be located.
- Right-click the bookmark icon and choose the Cut option > right-click the parent bookmark, and choose Paste under Selected Bookmark.

Note: *The bookmark links to its original destination in the document although it is nested.*

To move a bookmark out of nested position, please do one of the following:

- Select the bookmark you want to move.
- Hold the mouse button down and then drag the bookmark icon directly next to the parent bookmark icon. The Line icon shows the place where the icon will be located.
- Right-click the bookmark icon and choose the Cut option > right-click the parent bookmark, and choose Paste after Selected Bookmark.

Note: *The bookmark links to its original destination in the document although it is nested.*

To expand or collapse a bookmark

Click the plus sign (+) next to the bookmark icon to show any children. Click the minus sign (-) to collapse the list.

Editing a bookmark

In Foxit PhantomPDF, you are able to edit, change, or move the bookmarks with ease if the security settings allow.

To rename a bookmark, right-click the bookmark you want to rename in the Bookmarks panel > choose the Rename option > type the new bookmark name.

To reset a bookmark's destination, please do the following:

- In the document pane, move to the location you want to specify as the new destination.
- (Optional) Adjust the view magnification.
- Right-click the bookmark, and choose Set Destination.

To customize the text appearance of a bookmark, do the following:

- In the Bookmarks panel, right-click the bookmark > choose Properties.
- In the Bookmark Properties dialog box, click the Appearance tab, and select the font style and color for the text.

Note: *After defining a bookmark's appearance, you can set it as bookmarks' default property by right-clicking the bookmark and then selecting the option of Use Current Appearance as New Default.*

To add an action to a bookmark, please do the following:

- Right-click a bookmark, and choose Properties.
- In the Bookmark Properties dialog box, click Actions.
- Choose an action from the Select Action menu and click Add, and then refer to the section of "Actions tab for the button properties".

To delete a bookmark, please do one of the following:

- Select the bookmark you want to delete and click the Delete button at the top of the Bookmarks panel.
- Right-click the bookmark you want to delete and choose Delete.

Note: *Deleting a bookmark deletes all the bookmarks that are subordinate to it.*

Adding Links

This function helps you to lead the readers to related articles, references, or the intended web page.

Generally speaking, there are two options of links for you: rectangle link tool and polygon

link tool in Foxit PhantomPDF.

Adding a rectangle link

Rectangle Link Tool enables you to add a link with the shape of rectangle on the PDFs.

To add a rectangle link, please do the following:

- Choose Edit > Links > Rectangle Link.
- Position the cursor on the place you want to add the link, hold and drag your mouse button to draw a rectangle.

Tips: To draw a square link, press Shift key when you hold and drag your mouse button.

- Pops up **Create Link** dialog box. Choose the appearance and destination of the link.

- ***Appearance***

  A. Thickness – the thickness of the four sides of the rectangle. The higher of the value, the thicker of the sides. You can choose the thickness from 0-12, while the default is 1.
  B. Border Style – the style of the rectangle's border. There are three types of the border styles:

  Solid: the border is solid, but not hollowed out.
  Dashed: the border is drawn as a dashed line.
  Underline: the sides are visible except the underline.

Solid Style **Dashed Style** **Underline Style**

Three types of border styles

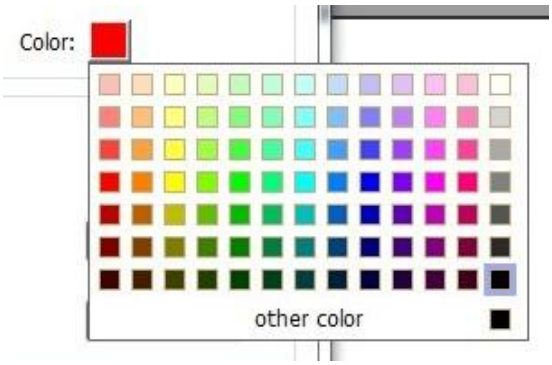
  C. Highlight – the effect when you click the rectangle link. There are four types of the highlighting effects:

  None: doesn't change the appearance of the link.
  Invert: changes the link's color to its opposite.
  Outline: changes the link's outline color to its opposite.
  Inset: creates the appearance of an embossed rectangle.

None **Invert** **Outline** **Inset**

Four types of highlight

D. Color – the border color of the rectangle. Click the color button to choose any colors you like, or you may choose Other Color to add a customized color. The default color is red.



Choose the color

- ***Destination***

The destination refers to any point or location, for example, a web page, a named file or position the link goes to. There are four options for you to choose:

A. Go to a page view – designate the link to a specific page view. Not only can you designate the link to a page in the current PDF, but you can also set the link to the page in another PDF. Also, you may change the current zoom setting and then set the position.

To go to a page view, choose this option, click the Next button and do one of the following:

✧ Set the position in current document – scroll the current document, go to a new position where you want to set and click Set this position.

✧ Set the position in another PDF document – click the Open button on the toolbar > select the PDF you want to set position > scroll this document and go to a position where you want to set > click Set this position.

Note: *The new PDF document should be opened in the existing window but not a new window.*

✧ Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click Set this position.

✧ Click Cancel to cancel out of your operation.

B. Go to a named position – designate the link to a named position that has been set by

creator of the current document.

To go to a named position, choose this option and click the Next button > select a named position for the pop-up list > click OK.

Note: *An empty pop-up list indicates that no position has been named by the document's creator.*

C. Open/execute a file – designate the link to open another file. To do this, please follow the steps below:

✧ Choose Open/execute a file > click the Next button > select the destination file and click Select.

D. Open a web page – designate the link to open a web page. Do the following:

✧ Choose Open a web page > click the Next button > enter the URL of the destination web page or click the drop-down button to select a web site you have opened before.

E. Others (use action property page) – add an action to the link. Please refer to "Actions tab for the button properties" for more details.

Adding a polygon link

Rectangle Link Tool enables you to add a link with the shape of quadrilateral or triangle on the PDFs.

To add a quadrilateral link, please do the following:

- Click the Quadrilateral Link Tool on toolbar, or choose Edit > Links > Quadrilateral Link Tool on Menu Bar.
- Position the cursor on the place you want to add the link > click to start the beginning of the quadrilateral > move and click to draw each side > click or double-click to finish.
- Follow the steps specified in the section of "Adding a rectangle link".

Moving or resizing a link

You can move and resize the link after you create it.

- Select one of the link tools or the Annotation Selection Tool , and then move the pointer over the link so that the handles appear.
- Do one of the following:

A. To move the link, drag it to the desired area.
B. To resize the link, drag any corner point to adjust.

Deleting a link

- Select one of the link tools or the Annotation Selection Tool , and then move the pointer over the link so that the handles appear.
- Select the link you want to delete.
- Press the Delete key.

Attaching Files

You can attach PDF files and other types of files to a PDF. There are two options for you to add an attachment: attaching a file as a comment and attaching a file to the entire PDF. An attached file as a comment will appear in the page with the File Attachment icon by default, while the attached file acts invisible and only can be seen when you click the File Attachment icon.

Adding a file as a comment

1. Choose Comments > Attach a file on page.
2. Position the pointer to the place where you want to attach a file as a comment > click the selected position.
3. In the Add Attachment dialog box, select the file you want to attach, and click Open.

   Note: *If you try to attach certain file formats (such as EXE), Foxit PhantomPDF warns you that your attachment is denied because of your security settings.*

4. The File Attachment Icon appears at the place you designated.

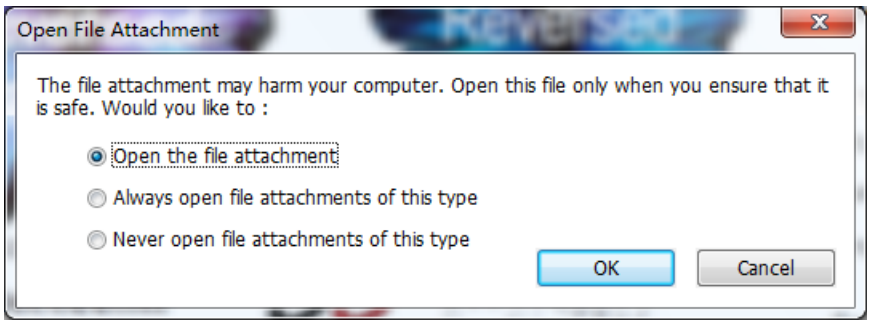
Working on the attachment comment

You can open the attachment, add a description, move and delete it, and set the preferences.

Opening an attachment

Select the Hand Tool or Annotation Selection Tool and do the following:

1. Double-click the File Attachment icon .
2. In Open file attachment dialog box, select one of the three options and click OK.


Open File Attachment
The file attachment may harm your computer. Open this file only when you ensure that it is safe. Would you like to :
Open the file attachment
Always open file attachments of this type
Never open file attachments of this type
OK
Cancel

Open file attachment dialog box

A. Open the file attachment – open this file attachment, and the dialog box will always pop up when you double-click the File Attachment icon.
B. Always open file attachments of this type – open this file attachment, and the files of this type will be opened automatically when you double-click the File Attachment Icon next time.
C. Never open file attachments of this type – forbid to open the file attachments of this type. Whenever you double-click the File Attachment Icon, the files of this type will be forbidden to open and you'll be prompted that "File attachment of this type cannot be opened because of your security settings".

See also "Doing security settings".

Note: *If you are in Safe Reading Mode, you cannot choose the way to open the attached file. Please go to Tools > Preferences > Trust Manager to check if the* ***Enable Safe Reading Mode*** *option is checked or unchecked.*

- Save the PDF.

Moving a file attachment icon

Select the Hand Tool or Annotation Selection Tool , click and drag the File Attachment Icon to move it to other place.

Deleting an attachment comment

Select the Hand Tool or Annotation Selection Tool , and do one of the following:

- Right-click the File Attachment icon and choose Delete.
- Click the File Attachment icon and press Delete key.

More options with an attachment comment

You are able to work on the attachment comment just like an ordinary comment, including set

status, mark with checkmark, open popup note and add some descriptions, reply to the comment, and change the icon's appearance. For all the operations, please refer to "Chapter 7 – Comments".

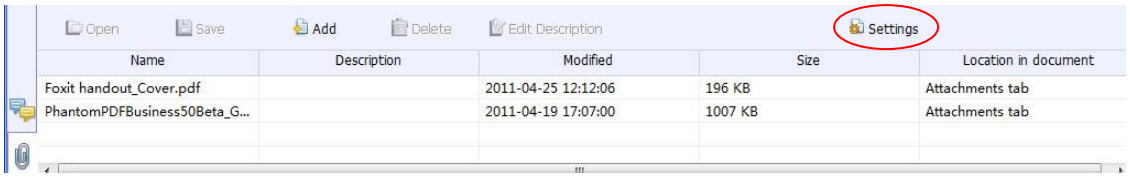
Adding a document to the entire PDF

1. Click the Attachment button on the navigation pane and click **Add** button, or choose Edit > Attach a File.
2. In the Add Attachment dialog box, select the file you want to attach, and click Open.
3. The added document will be displayed in the Attachment pane.

Working on the attachments

You can open, save, delete and edit settings to the attachments. Click the Attachment button on the navigation pane > Open/Save/Delete/Edit Description.

Manage Attachment in Attachment Panel

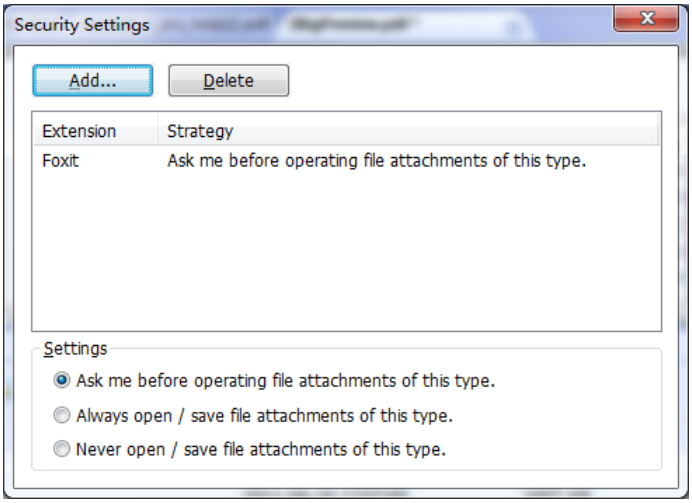


Attachment Panel

Doing security settings

To change the security settings you have set when you open the attachment file as a comment, Click the Settings button in the Attachment Panel and do one of the following:

- To add a new extension, click the Add button to input the file extension in the Security Settings dialog box.
- To delete an extension, click one of the existing extensions and click the Delete button.
- To change the settings of how to open the attachments of the type, choose one of the three options listed.


Security Settings
Add...
Delete
Extension
Strategy
Foxit
Ask me before operating file attachments of this type.
Settings
Ask me before operating file attachments of this type.
Always open / save file attachments of this type.
Never open / save file attachments of this type.

Working with Images

You can specify a rectangle on any part of a PDF page and then insert an image into that rectangle. This feature is helpful when you want to explain or show something more dynamically.

Adding an image

You can add an image to a PDF with the Image Tool. After you insert a new image, you can adjust its size and position, change the appearance and other settings, etc.

To add an image, do the following:

- Choose Edit > Add Image.
- Drag a rectangle on the page to define the canvas area for the image.
- In the Add Image dialog box, click the Browse button to select the image that you want to insert and click the Open button. You will see the URL of this image has been added to the Location field.
- Click the Advanced button to edit the setting of the image.

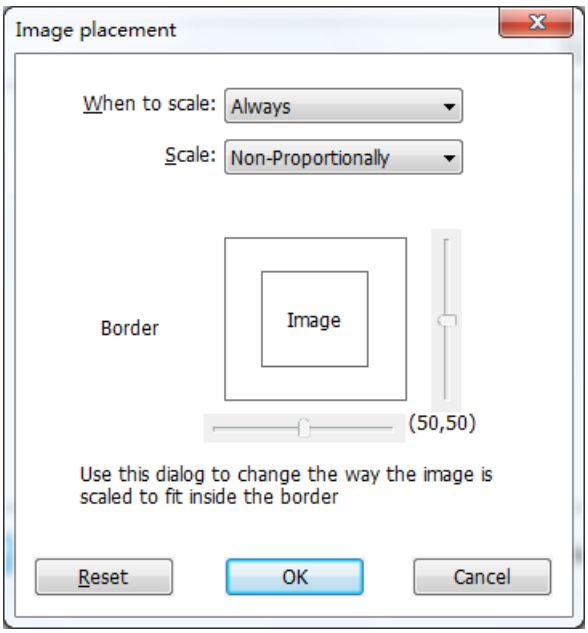


Image placement dialog box

A. When to scale – choose when to scale the image you insert.

B. Scale – choose to scale the image non-proportionally or proportionally. This option will be disabled when you select **Never in the field of When to scale**.

C. Fit to bounds – check this option to scale the image to fit fully within the bounds of the rectangle without taking into consideration the line width of the border.

D. Border – drag and move the scroll bar to change image's position in the rectangle. The coordinates change when you move the scroll bar.

- Click OK for your changes to take effect, or click Reset to reset the data to the original settings.
- Click OK.

Moving and resizing an image

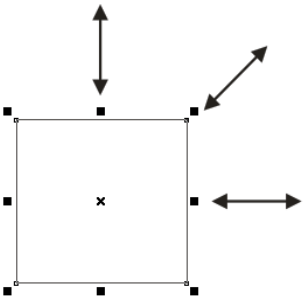
To move an image, please do the following:

1. Select the Annotation Selection Tool or the Image Tool , put the pointer over the image so that the handle appears.
2. Click and drag the image to another place you like.

To resize an image, please do the following:

3. Select the Annotation Selection Tool or the Image Tool , put the pointer over the image so that the handle appears, and click the image.

• Place the cursor on any corner point. Pointer changes into the cursor showing the direction at which the rectangle will be resized.



To resize the image

• Drag the cursor outside, it will increase the size of the rectangle proportionally. Drag the cursor inside, it will decrease the size of the rectangle proportionally.

Setting properties of an image

1. Double-click the image or right-click it and select Properties…
2. In the Appearance tab, do any of the following:

   ✧ Locked – When selected, prevents any further changes to any multimedia properties.
   ✧ Close – Applies and saves the current properties, and closes the multimedia properties dialog box.

3. In the Settings tab, follow the steps in "Adding an image".
4. For the Actions tab, Please refer to "Actions tab for the button properties".

Deleting an image

1. Select the Annotation Selection Tool or the Image Tool , put the pointer over the image so that the handle appears, and click the image.
2. Press Delete or right-click the image > Delete.

Selecting multiple images

1. Select the Annotation Selection Tool or the Image Tool .
2. Press and hold Shift or Ctrl and click the images you want to edit.
3. To select all images, right-click an image > Edit > Select All.

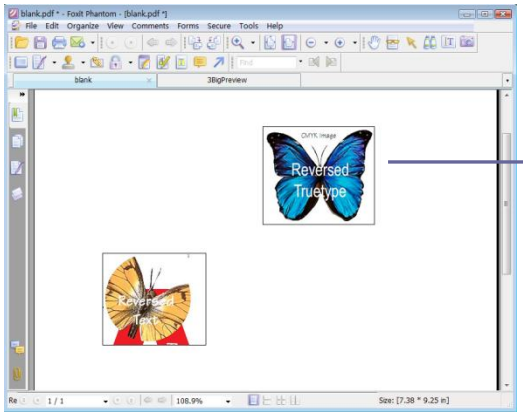
Aligning images

- Select two or more images that you want to align.
- Right-click the anchor, and then choose a command as follows:
  A. To align a column of images, choose Left, Right, or Vertically to align them respectively to the left edge, right edge, or vertical axis of the anchor image.
  B. To align a row of images, choose Top, Bottom, or Horizontally to align them respectively

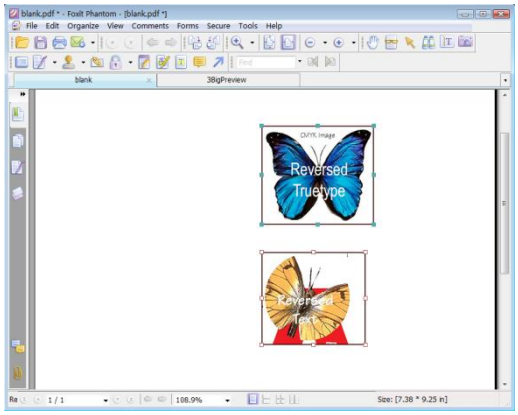
to the top edge, bottom edge, or horizontal axis of the anchor image.

Note: *When you right-click or Ctrl-click one of the selected images, it will be highlighted in red, indicating that it's the anchor image. The align menu commands move the other selected images to line up with the edges of the anchor image.*

Below is an example:



A. Suppose that you want to set A as the anchor image.

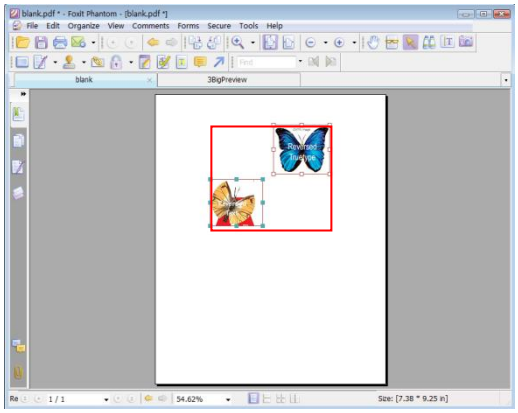


B. Select these two images > right-click A and choose Align > Left. You will see the other image is placed to the left edge of A.

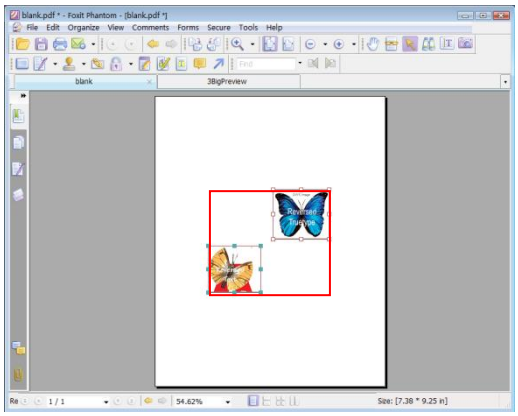
Centering images

This function enables you to center the rectangle enclosed by the images you select vertically, horizontally or both.

Below is an example:



A. Select two images. You can see these two images consist of an area with the shape of rectangle (marked with red).



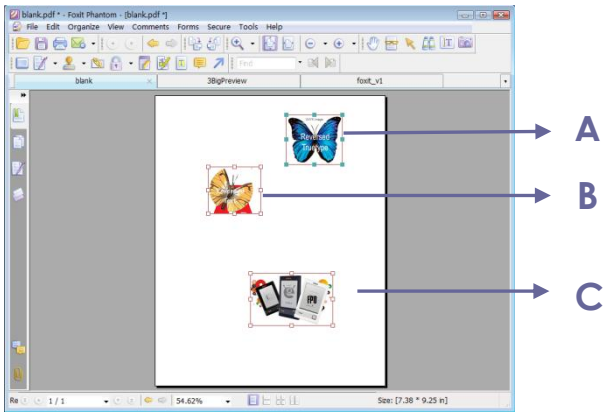
B. Right-click one of the images > Center > Vertically. You will find that the red rectangle is aligned vertically in the page.

Distributing images

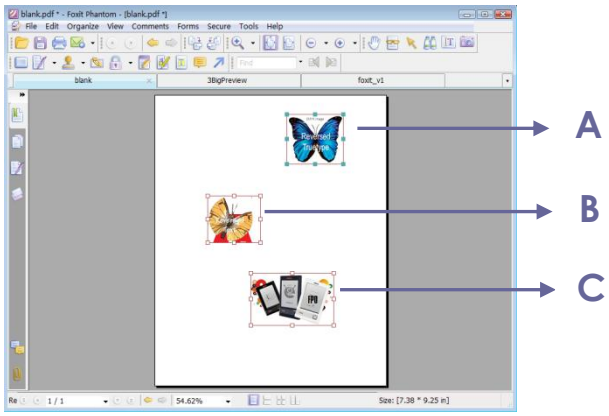
This function will be available when selecting three or more images.

- To distribute the images evenly between the topmost and bottommost images, choose Distribute > Vertically.
- To distribute the images evenly between the leftmost and rightmost images, choose Distribute > Horizontally.

Below is an example:



A. Select three images A, B and C. A is the topmost image and C is the bottommost image.

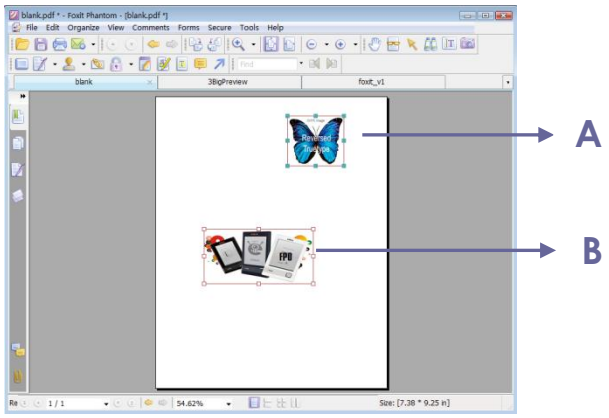


B. Right-click any one of the images > Distribute > Vertically. And you will see that B is distributed evenly between A and C.

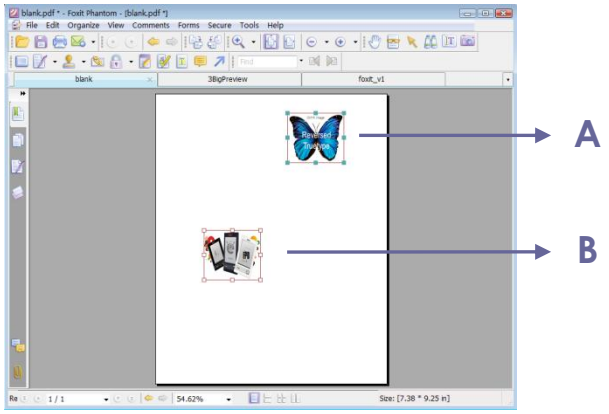
Resizing images

You can adjust multiple images with the same height, width, or both. Select one of the images as the anchor, and the rest of the images will be resized with the same height or width as that of the anchor image.

Below is an example:



A. Select images A and B. Suppose that you want to set A as the anchor image.



B. Right-click A > Size > Height. And you will see that the height of B is resized to be the same as that of A.

Setting properties of multiple images

- Select multiple images > right-click one of them > Properties…
- A dialog pops up with an Appearance tab. Follow the steps specified in "Setting properties of an image".

Working with Multimedia

Foxit PhantomPDF does not only support playing multimedia in PDFs, but only allows users to add and edit multimedia files to a PDF.

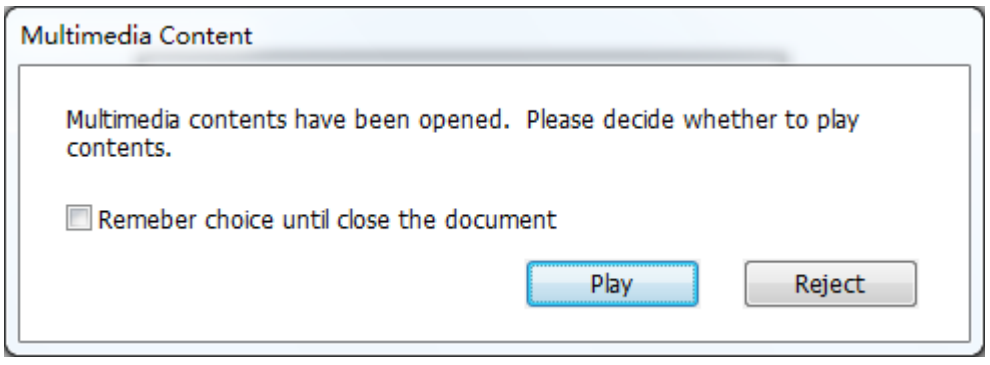
Playing a Movie or a Sound Clip

Some PDF files may be multifaceted with multimedia, including sound, music and video clips. Each movie and sound file usually includes a play area from which the media can be activated. The play area typically appears on the PDF page as an image or a blank rectangle, but can also be invisible. To play the media files, please make sure you have the necessary media player installed on your computer.

To play a movie or a sound, please do the following:

- Select the Hand tool , and click the play area of the movie or sound file. When the pointer is positioned over the play area, it changes to the play mode icon.

Note: *To protect your computer from viruses, Foxit PhantomPDF pops up a dialog box soliciting your approval before playing multimedia files. To change the default behavior, you can set other options in the pop-up dialog box.*


Multimedia Content
Multimedia contents have been opened. Please decide whether to play contents.
Remeber choice until close the document
Play
Reject

Remember choice until close the document – check this option means to apply this setting to the media content which can be played directly without Multimedia Content dialog box pop-up the next time you click to play the media content.

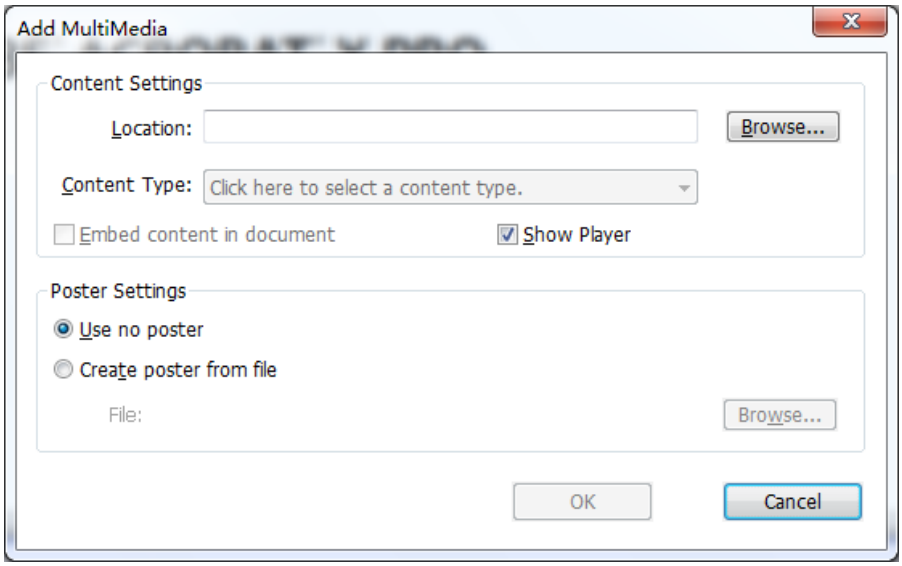
Adding a movie or a sound clip

Adding movies or sounds to PDFs is as easy as inserting an image. "Movies" are desktop video files with formats such as FLV, AVI, QuickTime, and MPEG, and file extensions such as .avi, .wmv, .mov, .qt, .mpg, and .mpeg. An animated GIF file always has a .gif file extension, while “Sounds” are like midis, wavs, and mp3 files.

Note: *If an alert message tells you that no media handler is available, you must install the appropriate player before you can add clips to the PDF. For example, you must install QuickTime if you want to embed an MOV file in a PDF.*

Adding movies or sounds

1. Choose Edit > Add Multimedia.
2. Press and hold mouse button down, drag to select an area on the page where you want the movie or sound to appear. For movies, the play area is the exact size of the movie frame.
3. In the pop-up Add Multimedia dialog box, you will see some options listed below:



- Embed content in document: includes the media file into the PDF file. This option will increase the file size of the PDF. It is selected by default. If the check box is cleared, you will not be able to play it if you open this PDF file on other computers.
- Poster Settings: choose whether to display an image in the play area when the movie isn’t playing. You can choose to use no poster, or create poster from file.

Editing the play area

To move, resize, align, center or distribute a multiple clip, please refer to “Working with images”.

Setting multimedia properties

In Foxit PhantomPDF, you can specify properties for the multimedia files you added, such as the

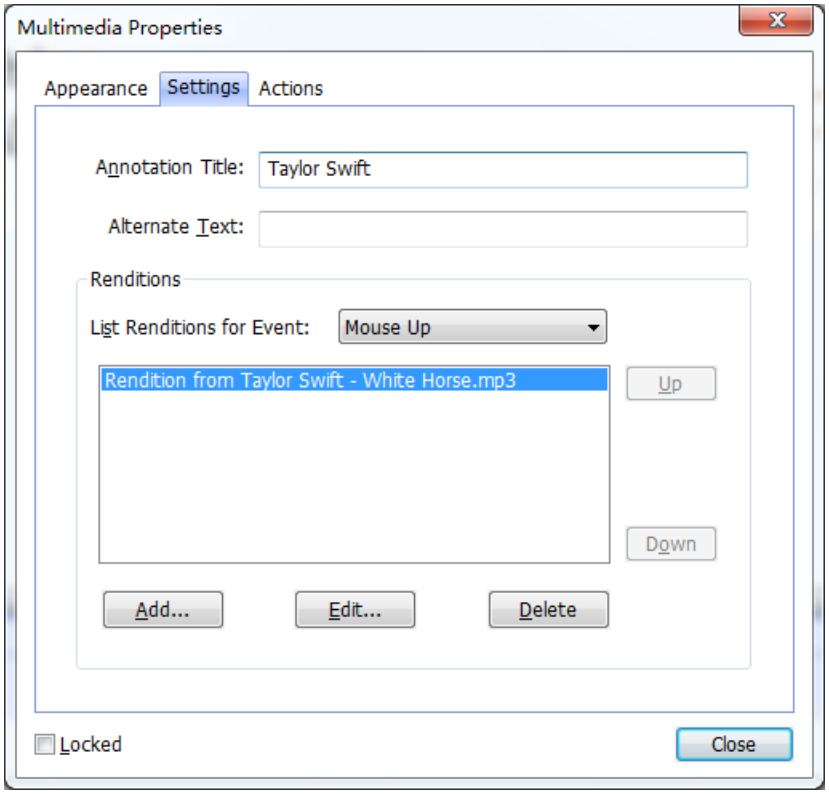
appearance of a movie's play area, whether the movie plays once or continuously, create alternate renditions, etc.

To set multimedia properties, please do the following:

1. Select the Movie tool , or the Annotation Selection Tool .
2. Double-click the play area or right-click the play area > Properties.
3. For the Appearance tab, please refer to "Setting properties of an image".

Note: *If you select Locked on any tab, it will lock all options for this multimedia file, but not just the options on that tab.*

4. In the Settings tab , there are many options listed below:



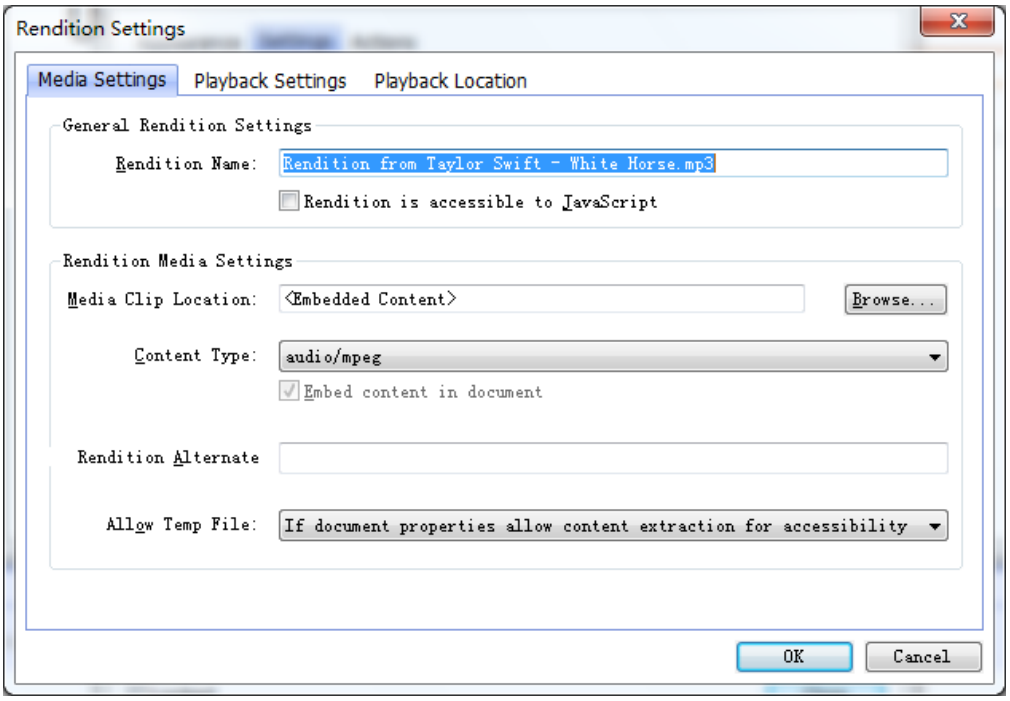
- **Annotation Title** -- Type the title of the movie or sound in the Annotation Title box. This title does not determine which media file is played.
- **Alternate Text** -- Type a description of the media file in the Alternate Text box.
- **Renditions** – Allows you to create alternate or other renditions to ensure that users can play the movie or sound clip on their systems.

A. List Renditions for Event -- You can assign different renditions to different actions but Mouse Up is chosen by default. Mouse Up means that when the mouse button is clicked and released, the rendition is played.

B. Add Rendition – There're three ways for you to choose: **Use a File, Use a URL, By Copying an Existing Rendition**

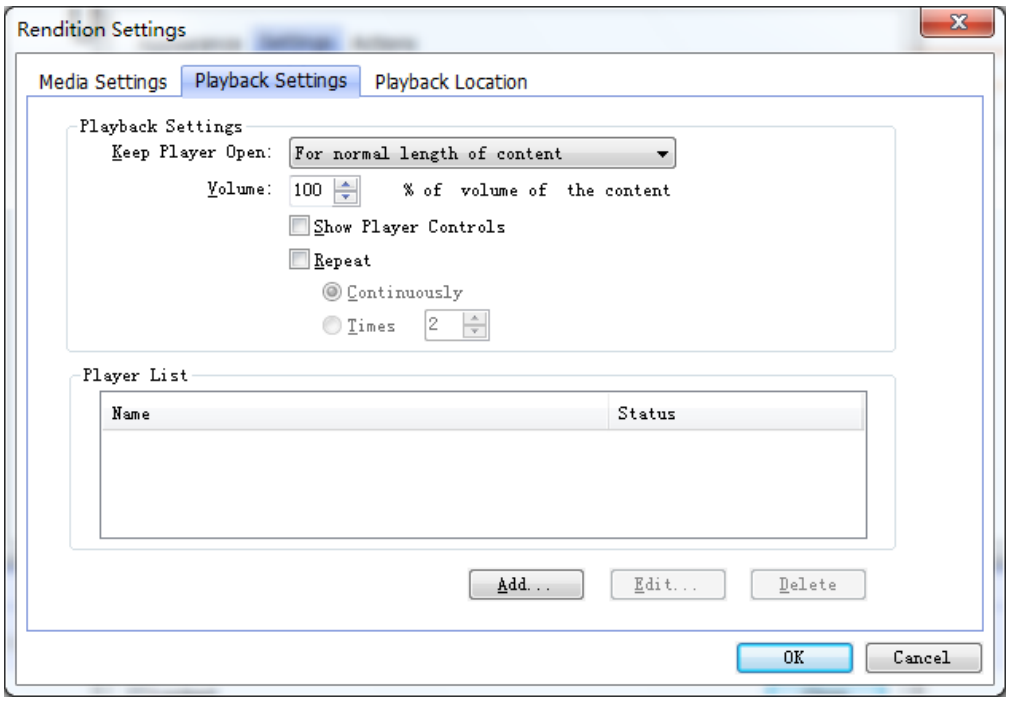
C. Edit Rendition – When clicking the Edit Rendition button, the Rendition Settings dialog box appears, which allows you to specify the playback location, and other settings to differentiate it from other renditions.

Media Settings -- Specifies the general properties for the movie or sound clip:



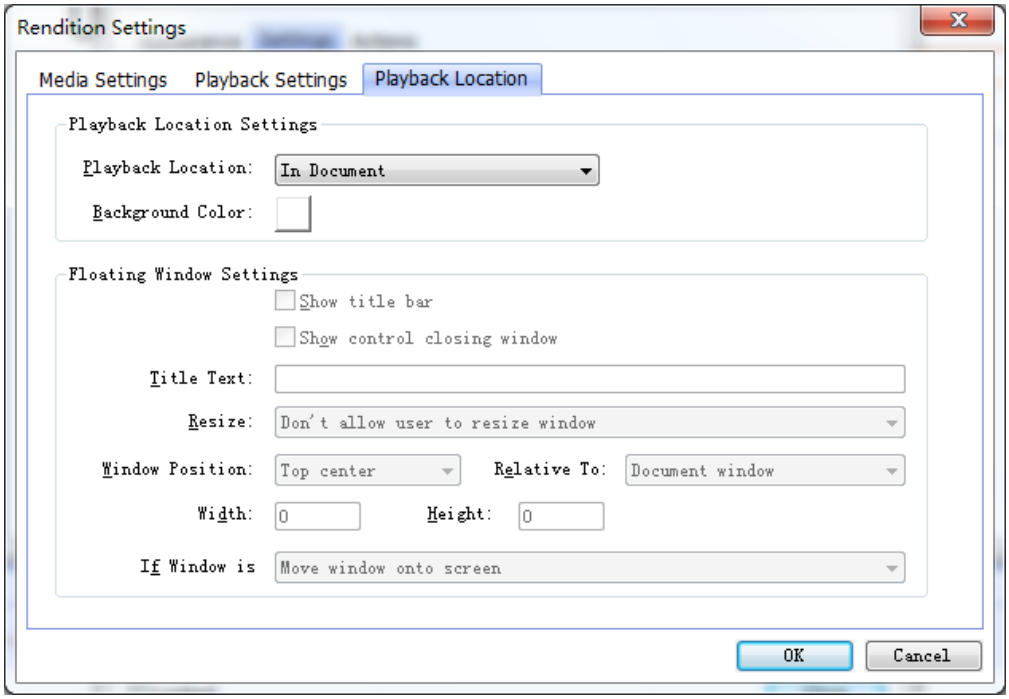
- **Rendition Name:** Enter the name for the rendition, which will appear in the list of renditions. (This name does not determine which media file is played.)
- **Media Clip Location:** Specify the clip by typing or navigating to it.
- **Content Type**: Will be selected automatically when you specify the clip location. Changing the Content Type setting may cause problems playing the media.
- **Embed content in document:** Includes the media file into the PDF file. This option will increase the file size of the PDF. It is selected by default. If the check box is cleared, you will not be able to play it if you open this PDF file on other computers.
- **Rendition Alternate Text:** Type a description of the rendition.
- **Allow temp File:** Specify whether writing a temp file is allowed and when. Some media players write a temp file when they play a movie or sound clip. If you want to prevent users from easily copying the media content in a secure document, you may want to disallow the creation of temp files. However, selecting this setting may prevent the movie from being played by media players that require the use of temp files.

Playback Settings – Use this tab to determine how the movie or sound clip is played.



- **Keep Player Open:** Select whether you want the player to close after it plays the movie or sound clip.
- **Volume:** Lets you specify how loud the movie will be played.
- **Show Player Controls:** Select to display a controller bar at the bottom of the play area allowing users to stop, pause, or play the media, provided the media player supports player controls.
- **Repeat:** Lets you replay a clip two or more times, or continuously.
- **Player List:** Click Add to specify a player and the settings that are required, preferred, or disallowed to play the movie or sound clip. Select the name of the player and the status. If you set the status of more than one player to Required, only one of the required players may be used to play the rendition. If you set the status of players to Preferred, these players are selected over nonpreferred players (but not over required players). If you set the status of players to Disallowed, they are not used to play the rendition.
- **Add/Edit/Delete button:** Allows you to add a new player, as well as edit or delete the selected player in the Player List.

Playback Settings – *Determines whether a movie or sound clip is played in the PDF, remains hidden while played (recommended for sound clips), is played in a floating window, or is played full screen. The options for Floating Window Settings are unavailable except you choose Floating Window.*



- **Playback Location:** Selects the location for playing a movie or sound clip.
- **Background Color:** Selects the background color for the media player.
- **Show title bar:** Selects to show or hide title bar when playing the media in a floating window.
- **Show control closing window:** Selects to show or hide the close button at the top right corner in a floating window.
- **Title Text:** Adds a title for the media that will be showed on the title bar when playing the media in a floating window.
- **Resize:** Determines to allow or forbid users to resize the floating window. There're three options for you to choose: Don't allow user to resize window, Allow user to resize window but maintain original aspect ratio, or Allow user to resize window.
- **Window Position:** The window position is determined relative to the document window, application window, the virtual desktop or document monitor.
- **Width/Height:** Specifies the width and height of the floating window.
- **If Window is Off-screen:** Selects to play, do not play, or move window onto screen to play the media file if the floating window is off-screen.

D. Delete Renditions – Deletes the selected renditions.

E. Up/Down – Arranges the order of the renditions. If the first rendition cannot be played, the next available rendition is played.

3. Actions tab for the multimedia properties

Please refer to "Actions tab for the button properties".

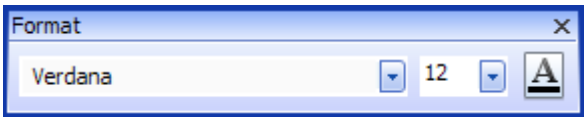
Editing Objects (Available in *Standard* and *Business* Only)

When reading a PDF, you may need to frequently edit texts, image, or other objects in this PDF file. The primary tool within Foxit PhantomPDF for editing these objects is the Touchup Objects tool. For more professional editing features, please refer to Advanced Editing Features.

Using Touchup Text Tool

With Touchup Text Tool, you can add text objects with changing their font, font size and color as well. To add text objects, please do the following:

- Select Edit > Touchup > Touchup Text Tool.
- A text format dialog box pops up. You can set font, font size and color as you want.



- Double-click on the specific page you want to input the text and type new text in the position where the cursor is blinking. You can also paste or delete the text you input.

Using Touchup Objects Tool

With Touchup Objects Tool, you can edit objects that you selected, including moving, resizing, deleting, rotating, etc.

Moving and editing objects

A selected object usually is outlined by a bounding box. When the pointer is over the selected objects, the selection handles appear and you can drag them to defined place.

Select Edit > Touchup > Touchup Object Tool, and do one of the following:

1. Selecting one or more objects
   - Click the object to select it, or press Ctrl and select more objects.
   - Hold the pointer over the objects and drag a rectangle around them.
   - Right-click an object and choose Select All from context menu, or press Ctrl + A on keyboard. All objects on the current page are selected.
   - To deselect all the objects, right-click objects and choose Select None from the context menu.

2. Moving an object
   - Drag the object to the desired place. To move objects to a different page use cut and paste.

3. Resizing or rotating an object
   - To resize an object, drag a handle of the object. Shift-drag the handle to retain the

original aspect ratio.

- To rotate an object, put the cursor near the corner of the selected object, the cursor will change to a curved arrow, click and drag the handle or right-click selected objects and open Objects Properties dialog box, specify rotation degree in Transform tab.

Note: You can also rotate an object by choosing Rotate Clockwise/Rotate Counterclockwise from context menu, but rotating in 90 degree increments.

4. Editing an object
   - Right-click on the object and select an option from the context menu.

Note: Click the selected objects and type new text in the position where the cursor is blinking. You can add, paste or replace text only if the font used for that text is installed on your system.

5. Deleting an object
   - Select one or more objects, press Delete key or right-click and choose Delete from the context menu.

6. Placing an image
   - Right-click the objects and choose Place Image from context menu.

Setting Objects properties

1. Right-click images objects, path objects or text objects, and choose Properties.
2. In Image Objects Properties dialog box, please do any of the following.

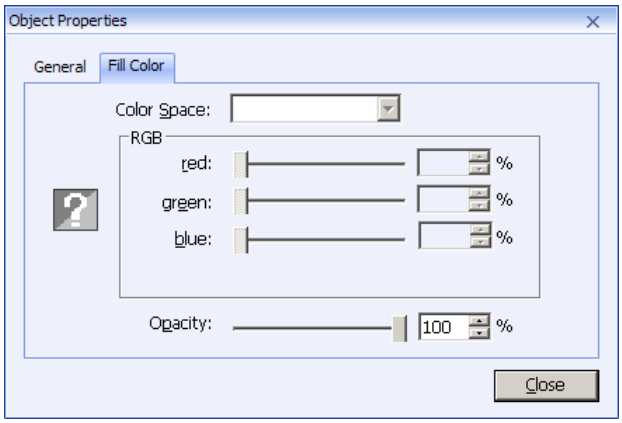
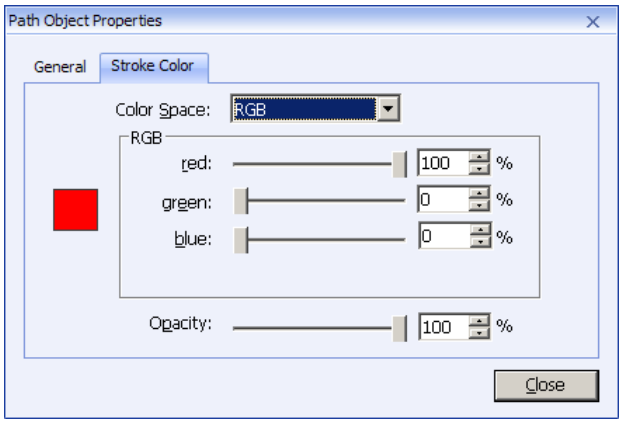


Image Object Properties Dialog Box

- Click Fill Color tab to specify fill color and opacity. Fill Color is used to paint the interior of objects and text characters that are filled. To configure the fill color, choose one of color spaces and simply drag the color adjusting bar until the color is what you want.

Note: Color Space is unavailable for image objects. However, you can change opacity of all objects.

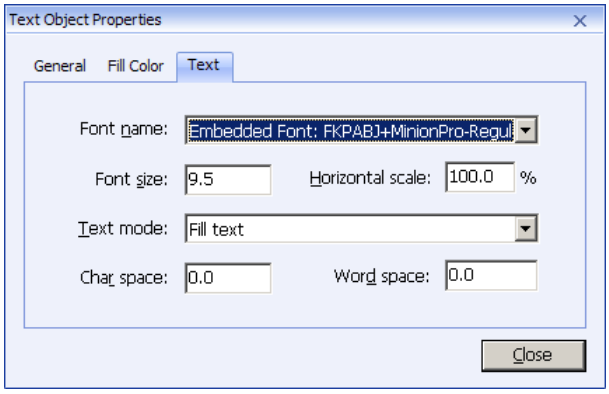
3. In path object properties dialog box, please do any of the following:



Path Object Properties

- Click Stroke Color tab to specify stroke color and opacity for objects. Stroke Color is used to paint the border of paths and text that are stroked. To configure the stroke color, choose one of color spaces and simply drag the color adjusting bar until the color is what you want. A stroke color's opacity determines what degree it obscures or reveals. Drag the Opacity slider to adjust the opacity of Fill or Stroke color.

4. In text object properties dialog box, please do any of the following:



Text Object Properties

Font Name – Changes the font used by the selected text to the font you specify.
Font Size – changes the font size to the size that you specify.
Horizontal Scaling – adjusts the width of characters by stretching or shrinking them in the horizontal direction. The scaling is specified as a percent of normal width of the characters, with 100 being the normal width. The scaling always applies to the x coordinate. The following figure shows the effect of horizontal scaling.

Word	100 (default)
WordWord	50

Text Mode – determines whether text is stroked or filled. There are four types of text modes: Fill Text, Stroke text, Fill then stroke text and Text with no fill and no stroke.

1 2 3 4

1. Fill text 2. Stroke text 3. Fill then stroke text 4. Text with no fill and no stroke

Character Spacing – inserts uniform spacing between two or more characters in selected text.

Character	0 (default)
C h a r a c t e r	0.25

Word Space – inserts uniform spacing between two or more words in selected text.

Word Space	0 (default)
Word Space	2.5

- **Rotate** – enter a specified value in text field to rotate the objects. Enter a positive value like 30, 60, 90 to rotate the object counter-clockwise; Enter a negative value like -30,-60,-150 to rotate the object clockwise.

Shear – allows you to slant objects horizontally.
Scale – makes an object bigger or smaller. You can scale horizontally, vertically, or both.
Move to – allows you to set the precise horizontal and vertical position of the objects.

Redaction (Available in *Business* *Only)*

Redaction feature allows you to remove sensitive information from your document prior to making it available to the others. You are able to mark the text or graphics for Redaction first, and then apply the redaction.

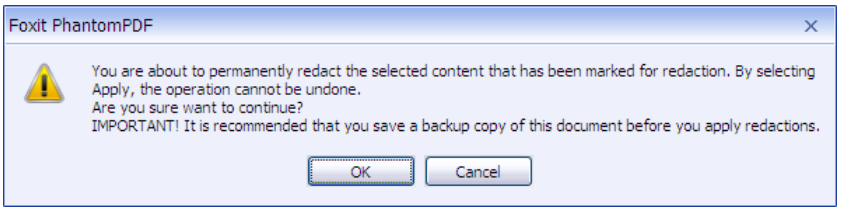
Mark for Redaction

To mark the text or graphics for redaction, do the following:

- Select Edit > Mark for Redaction, and the hand tool changes into a Cross automatically.
- (Optional)Double-click an image to mark an entire image which will be in a red rectangle.
- (Optional)Hold the pointer over the text you want to redact and drag a rectangle around it.
- The rectangle will be filled with black color once moving close the pointer to the selected area.

Apply Redactions

- You need to apply the redactions after marking the text or graphics you want to redact. To apply the redaction, do the following:
- Select Edit > Apply Redaction.
- A dialog box pops up to give a warning message and askes if you are sure to apply the redaction or not.


Foxit PhantomPDF
You are about to permanently redact the selected content that has been marked for redaction. By selecting Apply, the operation cannot be undone.
Are you sure want to continue?
IMPORTANT! It is recommended that you save a backup copy of this document before you apply redactions.
OK
Cancel

- Select **Apply** after you have marked all content that you want to redact.

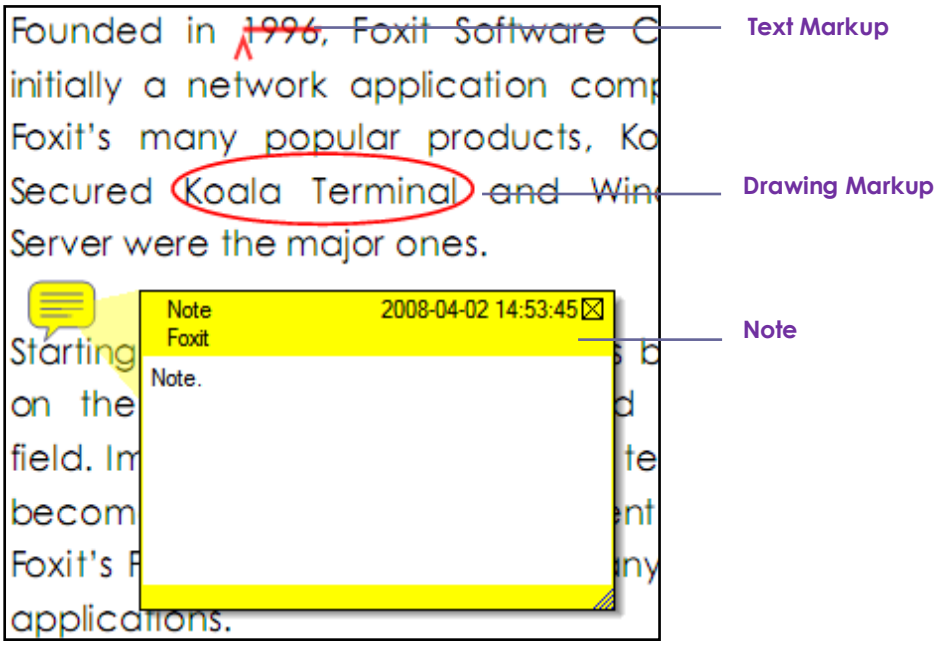
Note: *This operation cannot be undone and the selected content will be removed permanently when you select Apply. It is recommended that you save a backup copy of this document before you apply redaction.*

Chapter 7 – Comments

A comment is a written note intended as an explanation, an illustration, or a statement of fact or opinion, especially a remark that expresses a personal reaction or attitude. You can type a text message or add a line, circle, or other shape to make comments on PDFs you are reading with Foxit PhantomPDF commenting tools. You can also edit, reply, delete, and move the comments with ease.

Commenting Tools

There are various annotation tools with different functions for you to choose: Typewriter Tools, Drawing Markup Tools, Measure Tools, Stamp Tools, and Commenting Tools. You can add different comments by selecting the annotation tools from the Comments tab or Toolbar.



Types of comments in a PDF

Showing or Hiding the Commenting Toolbar

To show or hide some certain tools, please refer to "Showing or hiding toolbar" .

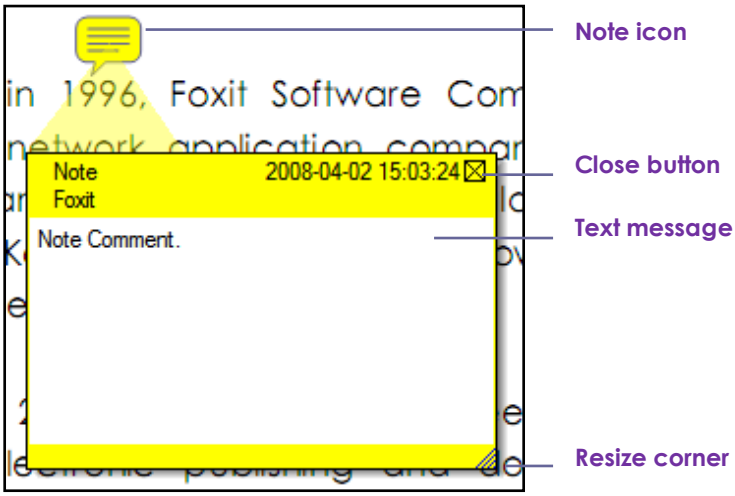
Selecting the Commenting Tools

Do one of the following:

- Select a type of tool from the Commenting Toolbar.

- Select Comments > Note Tool or Drawing Markup Tools from the menu bar > select a type of tool you want to use.

Using Note Comments



Adding a note comment

- Click the Note Tool on the toolbar or choose Comments > Note Tools on Menu Bar.
- Click where you want to place the note, or drag to create a custom-sized note.
- Type text in the pop-up note. You can also use the Select Text tool to copy and paste text from a PDF into the note, or copy the note with Ctrl + C to other applications.

Editing a note comment

- Click the text message.
- Drag its right corner to resize the pop-up note.
- Click and drag the title of the pop-up note to move its position.
- (Optional) Do one of the following to close the pop-up note.
  A. Click the close button in the pop-up note.
  B. Double-click the markup.
  C. Right-click the markup, and choose Close Popup Note.
  D. Choose Close Popup Note from the Options menu of the pop-up note.

Deleting a note comment

- Choose the Note Tool , Hand Tool or Annotation Selection Tool .
- Do one of the following:
  A. Click the note icon, and press the Delete key.
  B. Right-click the note icon, and choose Delete from the pop-up context menu.
  C. Choose Delete from the Options menu of the pop-up note.

Using the Text Markup Tools

You can use Text Markup tools to indicate where text should be edited or noticed. Text Markups do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted, highlighted or underlined. Text Markup tools include Highlight Tool, Underline Tool, Strikeout Tool, Squiggly Tool, Replace Tool, and Insert Tool.

To select a markup tool:

- Choose **Comments** > select [Markup tools name], or click the respective button on toolbar. Then click and drag from the beginning of the text you want to mark up.

Text Markup Tools

Button	Tool Name	Description
	Highlight Tool	To mark important passages of text with a fluorescent (usually) marker as a means of memory retention or for later reference.
	Underline Tool	To draw a line under to indicate emphasis.
	Strikeout Tool	To draw a line to cross out text, making others know the text is deleted.
	Squiggly Tool	To draw a squiggly line under. Similar to Underline Tool.
	Replace Tool	To draw a line to cross out text and provide a substitute for it.
	Insert Tool	A proofreading symbol (^) used to indicate where something is to be inserted in a line.

Using the Select Text Tool

Marking up text with edits

- Choose Tools > Select Text, or click the Select Text Tool on the toolbar.
- Select the text you want to mark up > right-click the selected text, and then refer to "Using the Text Markup Tools".

Using the Drawing Markup Tools

Drawing Markup tools allows you to mark up a document with arrows, lines, squares, rectangles, circles, ellipses, polygons, polygon lines, clouds, etc. It is quite useful when you have to make some shapes to mark the text or image.

Drawing Markup Tools

Button	Tool Name	Description
	Cloudy Tool	To draw cloudy shapes.
	Arrow Tool	To draw something, such as a directional symbol, that is similar to an arrow in form or function.
	Line Tool	To mark with a line.
	Rectangle Tool	To draw a four-sided plane figure with four right angles. Press Shift key to draw a square.
	Oval Tool	To draw an oval shape or a circle with pressing Shift key.
	Polygon Tool	To draw a closed plane figure bounded by three or more line segments.
	PolyLine Tool	To draw an open plan figure with three or more line segments.
	Pencil Tool	To draw free-form shapes.
	Rubber Tool	An implement, acts as a piece of rubber, used for erasing the pencil markups.

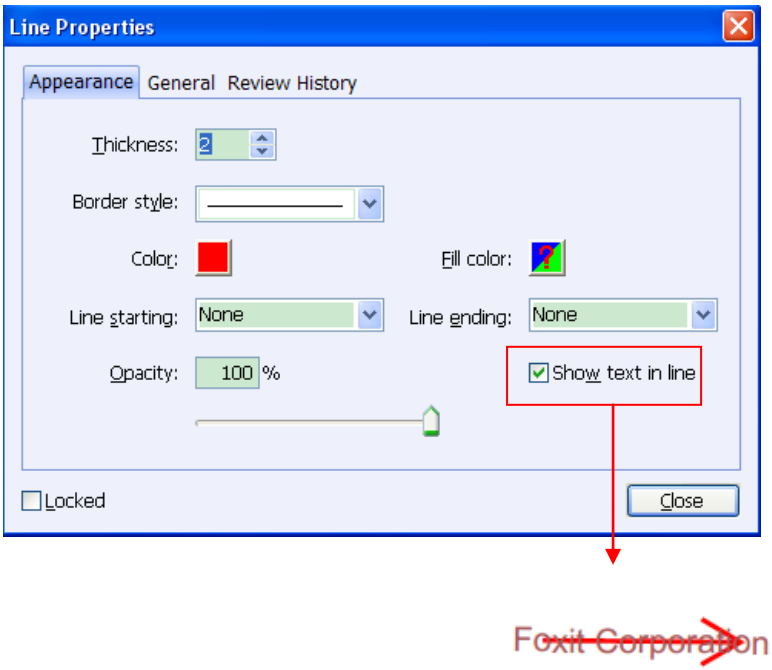
Note: *If you draw a cloud shape in a counterclockwise direction, the cloud comes out inward* *. If you draw the lines forming the shape in a clockwise direction, the cloud is created with the points outward* *.*

Tips:

- To draw a line in horizontal, vertical, or at a 45 degree angle, press Shift while you draw.
- To draw a square or circle with Ellipse Tool or Rectangle Tool, press Shift while you draw.

Editing, resizing or moving the markup

- Select the Hand Tool , Annotation Selection Tool or the corresponding Drawing Markup Tool.
- To edit or resize the drawing markup, select it, put the cursor on one of the green points, and drag one of the handles to make your adjustments.
- To move the drawing markup, select it and put the cursor on one of the segments to drag.
- To add a pop-up note to the markup, select it and double-click the markup or right-click it and choose Open Popup Note.
- If you draw a line or arrow, you can enable the comment to be shown on the line or arrow by checking **Show text in line** in the line properties box.



Deleting the markup

Do one of the following:

- Select the Markup Tool > press the Delete key.

Grouping the markups

Grouping drawing markups enables you to combine them so that you can work with them as though they were a single object. You can move or delete the group, set its status, change its appearance, etc.

Select the Hand Tool or Annotation Selection Tool , and do one of the following:

- To group/ungroup markups, select the markups you want to group/ungroup by pressing Ctrl > right-click **group/ungroup**.
- To work with a group, select one of the markups and then work with the group as other comments.

Using the Typewriter Tools

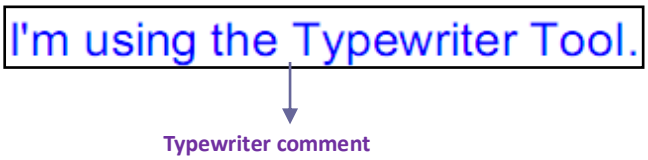
The Typewriter Tools include Typewriter Tool, Callout Tool, and Textbox Tool.

Using the Typewriter Tool

You can use the Typewriter Tool to add comments anywhere on a PDF, which doesn't appear as

annotations.

Note: *The Typewriter Tool can be used to fill forms.* **See also** "Filling non-interactive forms".



Adding comments with typewriter

- Choose Comments > Typewriter Tools > Typewriter Tool.
- Put the pointer on the area to type any text you want.
- Press Enter if you want to start a new line.
- To finish typing, click anywhere outside the text you have inputted.

Editing the typewriter comment

- Choose Comments > Typewriter Tools > Typewriter.
- Put the pointer between the letters to activate the typewriter text field.
- Do any changes to the text you have inputted. Use Backspace or Delete keys to delete the characters before or after the pointer.
- To finish editing, click anywhere outside the text field.

Tips: You can use the Arrow Keys to move the pointer right and left or up and down.

Using the Spell Checker

You are able to use the Spell Checker if the security settings allow. The Spell Checker component has been integrated into Foxit PhantomPDF. However in the future when an update of this component is available on the Foxit server, you have to manually download the component by going to **Check for Updates** in the Help menu of Foxit PhantomPDF. See also "Spell Checker" .

If you have installed Spell Checker, when you use typewriter to insert any English text, this tool will try to find any spelling errors and highlight them with squiggly lines.

- Right click on the misspelled words, and you will see a list of suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.

Moving the typewriter comment

Do one of the following:

- Choose Comments > Typewriter Tools > Typewriter, and follow the steps below:

    A. Put the pointer between the letters to activate the typewriter text field.

B. Move the pointer to the leftmost or rightmost side of the text field.

C. When the cursor turns to be a squad arrow (need update symbol), hold down the mouse and drag the typewriter comment to the intended place.

Tips:

- ✧ You can use Home, End or Arrow Key to move the cursor among characters.
- ✧ When moving the typewriter comment, a rectangle appears.

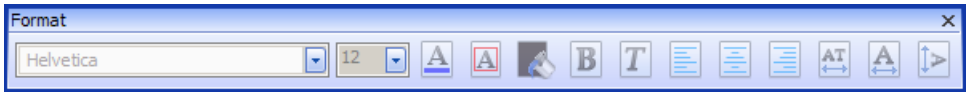
- Select Hand Tool or Annotation Selection Tool , click the typewriter comment, and move it to the intended place.

Deleting the typewriter comment

- Choose Comments > Typewriter Tools > Typewriter. Position the cursor to the ending or beginning of the text, drag the cursor to select them all, and press the Delete key.
- (Recommended method) Click the Annotation Selection Tool or Hand Tool , right-click the text field, and choose Delete.

Setting typewriter preferences

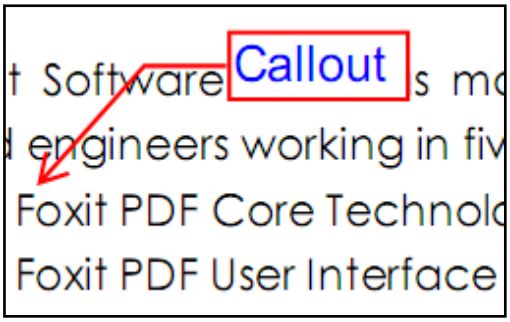
To set the typewriter preferences, please refer to the Format Tools. To show the Format Tools, you can go to View > Toolbars > Format Tools.



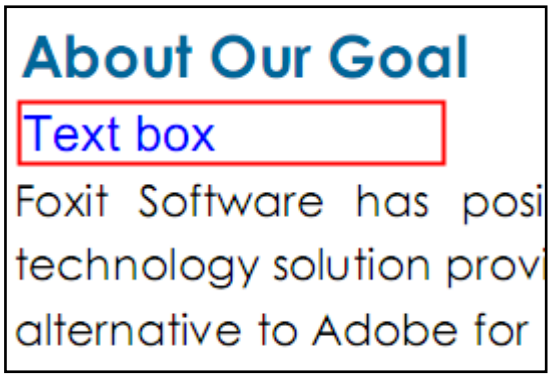
Adding Comments in a Textbox or Callout

Callout Tool and Textbox Tool are designed for users to create comments in a callout text box or a box.

Callout text boxes are especially useful when you want to single out (but not obscure) a particular area of a document.



A textbox is a rectangle of any size, possibly with a border that separates the text box from the rest of the interface, allowing the user to input text information. A text box usually remains visible on the document page. It doesn't close like a pop-up note.



Note: *You can add comments to Japanese, Chinese, and Korean text with the Callout Tool or Textbox Tool, but you must have the Eastern Asian Language module installed. Callout text boxes and Text boxes allow for horizontal text only.*

Adding a callout or textbox

- Choose Comments > Typewriter Tools > Callout/Textbox, or click the Callout Tool or Textbox Tool on the toolbar.
- Click the place where you want to insert the callout or text box.
- Type the text. Text wraps automatically when it reaches the right edge of the box.

Resizing, moving, editing or deleting a callout or textbox

Select the Hand Tool or Annotation Selection Tool , and do one of the following:

- To resize the callout or textbox, select it and drag any of the handles to resize it.
- To move the callout or textbox, select it and drag to the intended place.
- To add a pop-up note to the callout or textbox, double-click it or right-click it and choose Open Popup Note.
- To delete the callout or textbox, select it and press Delete, or right-click it and then choose

Delete or Choose Delete from the Options menu of the pop-up note.

Setting callout or textbox preferences

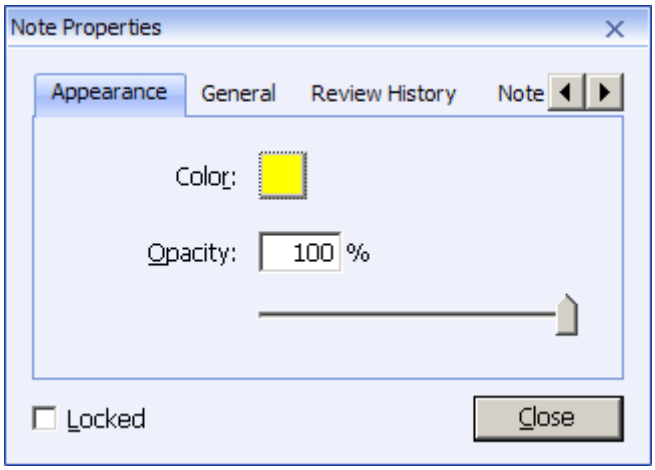
Please refer to "Setting typewriter preferences".

Changing the Appearance of Markups

You can change the color and appearances of comments or markups before or after you create them. Also, you can set the new look as the default appearance for that tool.

Changing the appearance of Note Comments

1. After you create a note comment, right-click the note icon and choose Open Properties…



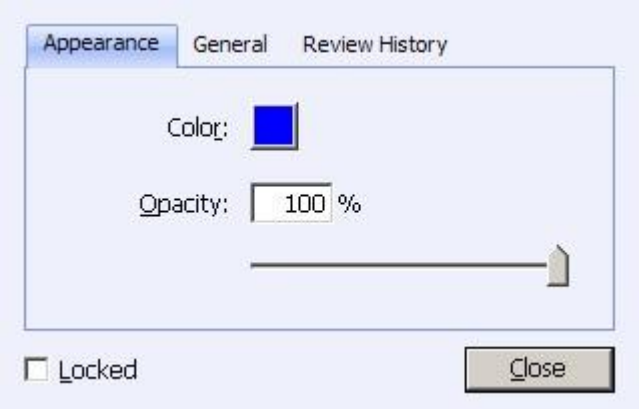
2. In the Note Properties dialog box, do any of the following, and then click Close:

- Click the Appearance tab to change the color and opacity of the comment.
- Click the Note Type tab to the type of icon used.
- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also "Setting a status".

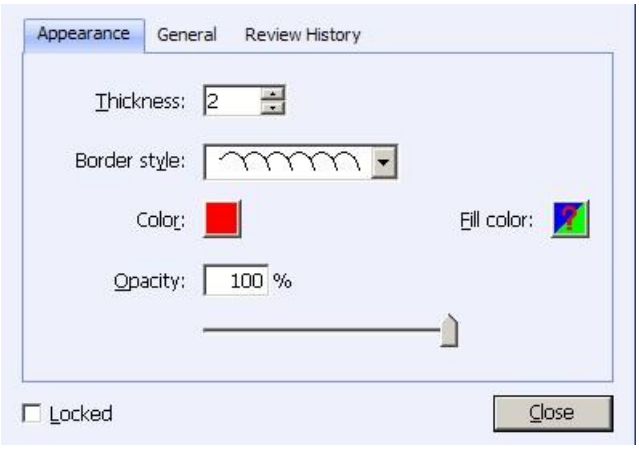
- Select Locked at the bottom of the Note Properties dialog box to prevent the comment from being altered or deleted.
- Use the button at the top right corner of the Properties dialog box to choose any tabs.

Changing the appearance of Text Markups



- Follow the steps of "Changing the appearance of Note Comments".
- There is no Note Type tab in Text Markups settings.

Changing the appearance of Drawing Markups



In the Properties dialog box, do any of the following, and then click Close:

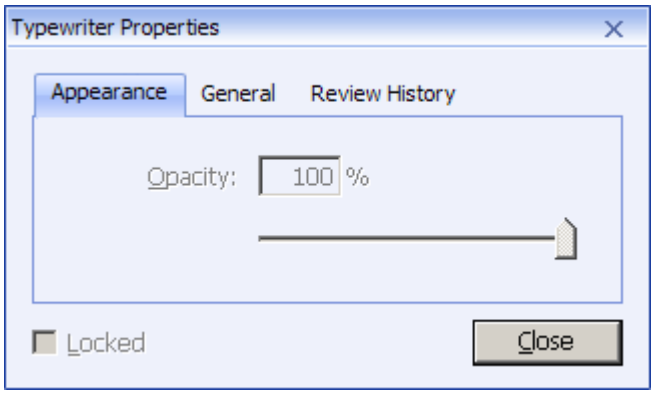
- Click the Appearance tab to change such options as the color, opacity and type of icon used. The type of the comment selected determines which options are available.
- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also "Setting a status".

- Select Locked at the bottom of the Properties dialog box to prevent the comment from being altered or deleted.

Note: *The appearance of typewriter comments cannot be changed.*

Changing the appearance of Typewriter Markups



- Click the Appearance tab to change the thickness, border style, color and opacity of the comment.
- Click the General tab to change the author's name and subject of the comment.
- Click the Review History tab to see the history of changes people have made to the status of a comment during a review.

See also "Setting a status".

- Select Locked at the bottom of the Note Properties dialog box to prevent the comment from being altered or deleted.

Changing the appearance of a textbox or callout

Please refer to "Changing the appearance of Drawing Markups".

Setting the default look for a tool

You can set default properties for any type of markups so that subsequent comments you create share the same icon and color properties.

- Choosing the Hand tool, or the Annotation Selection tool, or with the current comment tool selected, right-click the comments, and select Set Current Properties as Default in the pop-up Context Menu.
- All comments you create using this tool will display the properties you set.

Working on Comments

Viewing comments

The comments panel displays all comments in the PDF so that you can easily find the comments. In addition, it also provides a toolbar with basic options, such as Expand All, Collapse All, Previous,

Next and Sort By.

- The comment is displayed in the popup note or on the markup icon and acts as a tooltip when the popup note is closed.
- If you input the comment with too many lines, it will only show some of the comment while the rest will be displayed as suspension points when the cursor is moved outside the popup note. Click inside the message box to view it with scroll bar.
- The Comments Panel displays all the comments in the PDF. When you navigate through comments, the selected comment will automatically be kept in sync with the current comment being displayed. And you click on a comment to go to the specify comment on page.

Cutting, Copying and Pasting Comments

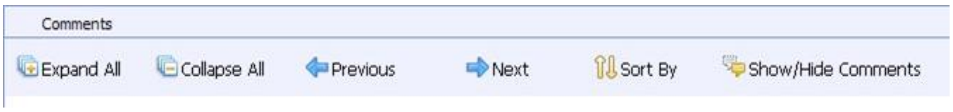
See also "Cutting, Copying and Pasting Comments"

Undoing and Redoing Comments

See also "Undoing and Redoing"

Opening the Comments panel

- Choose View > Navigation Panels > Comments.
- Click the comments button in Navigation panel.
- In Comments panel, there are the following functions to provide you:



  - ✧ Expand All – Click Expand All button to expand individual comments.
  - ✧ Collapse All – Click Collapse All button to collapse all comments.
  - ✧ Previous/Next – Browse through the comments. Click the Previous button or the Next button to go to the previous or next comment. The two buttons are unavailable if no comment is selected.
  - ✧ Sort By – you can sort comments by author, page, type, date. In a thread of replies, only first message is sorted, and the reply messages are sorted in the same category as first message.

Note:

1. You can click the plus and minus signs next to comment to expand or collapse comments.
2. The page on which comment is located is kept in sync with the selected comment. To go to the page where a comment is located, only simply click the comment in the comment panel.

Setting a status

Setting a status is useful for keeping track of comments that you have read or that require further action. You can use the status to indicate which comments you want to accept, reject, cancel, complete or export to other documents.

By setting the review status, you can show or hide a certain set of comments, and let review participants know how you are going to handle the comment. Once the review status is set, you cannot remove the review status display from history in the Review History list, even if you change the review status to None.

By setting the migration status, you can confirm whether the comment is exported to other documents and let review participants know the results. Once the migration status is set, you cannot remove the migration status display from history in the Review History list, even if you change the migration status to None.

Changing the status of a comment

- With the Hand tool, Annotation Selection tool or the corresponding tool selected, right-click a comment you want to change the status of, choose Set Status > Review or Migration from the pop-up Context menu, and then select an option.
- To view a markup's history of changes:
  A. Right-click the markup, and then choose Open Properties.
  B. In the Properties dialog box, click the Review History tab to view the history of status changes people have made to a markup.

Replying to comments

Replying to comments is useful in shared reviews, when participants can read each other's comments. They can also be used by review initiators to let reviewers know how their suggestions are being implemented. All replies appear in the popup note and are listed below the original comment. You can view the respective reply with the reply title and mark.

1. Replying to original comments in the pop-up note
   - Using the Hand tool, Annotation Selection tool, or the corresponding comment tool, open the pop-up note for the comment and choose Reply from the Option menu of pop-up note.
   - Right-click the original comment and select Reply this topic or right-click the comment icon and select Reply.
   - Type your reply in the textbox that appears in the pop-up window.

2. Responding to other reviewers' comments
   - Using the Hand tool, Annotation Selection tool, or the corresponding comment tool, and open the pop-up note for the comment.

- Right-click other reviewer's comment and select Reply this Reply.

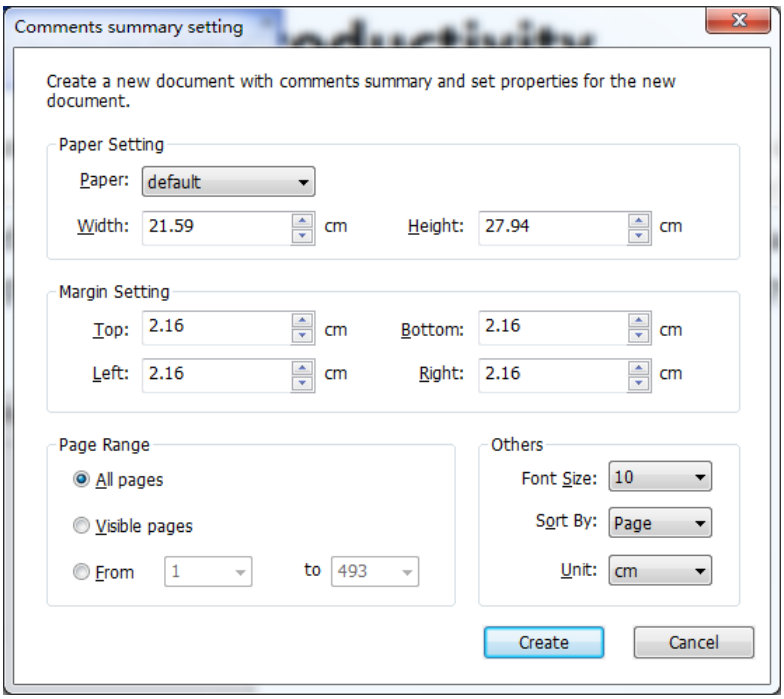
3. Deleting the reply message
   In the note pop-up window, right-click the Text message window and click Delete this topic.

4. Changing the color of reply message window
   In the note pop-up window, right-click the reply message window and choose Change Color.

Summarizing comments

Summarizing comments is an easy way to help you directly obtain a synopsis of comments associated with the PDF. When you summarize comments, you can create a new PDF with comments. Comments summary could be sorted by page, author, date or type to satisfy your different requirements. Moreover, in pop-up Comments Summery Setting dialog box, you can set properties for the new document such as paper size, margin, page range, font size, etc.

1. Choose Comments > Summarize Comments.
2. In Comments Summary Settings dialog box, please do the following:
   - Choose paper size, such as A4, A3, etc.
   - Specify the width and height of paper.
   - Set margin.
   - Specify page range.
   - Choose font size and how to sort comments.
   - Choose measure unit.
3. Click Create and then type name and specify location in pop-up Save As dialog box. Create a new PDF document with comments summary.



Importing & exporting comments

Please refer to "Importing & Exporting Comments Data".

Sending Annotated PDFs

Foxit PhantomPDF makes it easy for users to share reviews. You can send your annotated PDFs to any reviewers to check and respond to your comments.

To send an annotated PDF file, do the following:

- Click on the Save button to save all the comments you have made.
- Close the PDF file.
- Re-open the file with Foxit PhantomPDF > click on the Email button to send it out.

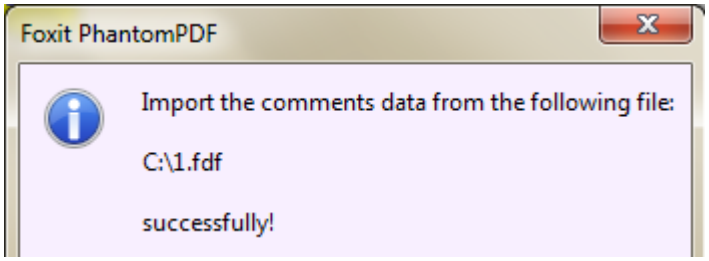
Importing & Exporting Comments Data

This feature is especially useful for PDF reviewing. When you receive an email invitation to a PDF review, the invitation typically includes the PDF as an attachment or provides a URL to the PDF. Alternatively, you may receive a Form Data Format (FDF) attachment. When opened, an FDF file configures your review settings and opens the PDF in a web browser. At this moment, you need to know how to import the comment data from the FDF file. Similarly, you may export comment data and send them as a FDF file to the other participants.

Importing comments data

Do one of the following:

- Double-click a FDF file to open it directly with Foxit PhantomPDF.
- Choose Comments > Import Comments Data… on the Menu Bar > navigate to where the desired file is, select it, and press “Open”. You will be prompted that the comments data has been imported successfully.



Exporting comments data

To export comments data, please do one of the following;

- To export as a FDF
  A. Choose Comments > Exports Comments Data > To Form Data File…
  B. You will be presented with a standard Windows “Save” dialog. Navigate to where you want to save the FDF file (e.g., your Documents folder), specify its name and click Save button.
  C. You will be prompted that the data has been exported successfully.

- To export and send in an e-mail
  A. Choose Comments > Exports Comments Data > To Email Address…
  B. Your default e-mail program will pop up, and the comments data will be exported as a FDF file and attached in the email automatically.
  C. Type the e-mail address and title > click Send.
  D. The comments in FDF will be sent separately.

Note: *The option of Export comments data will be available only when the comments have been added to the PDFs.*

Tip: *The users of Foxit PhantomPDF can import the comments data from txt and dbf files or export the data of PDFs and save in FDF formats file. You can also export the data in FDF format and email as an attachment.*

Chapter 8 – Stamping PDFs

The Stamp Tools in Foxit PhantomPDF are a group of advanced tools that enable you to stamp content and watermarks into a PDF document. Foxit PhantomPDF supports image stamps with various image formats (JPEG, GIF, BMP, WMF, etc) and PDF file stamps. You can either create dynamic stamps which can obtain information from your system including name, date and time, or import existing dynamic stamps. Stamping PDF files is a very useful feature especially when you need to give reviewers some advices about the document's status or sensitivity.

Standard Stamp

Dynamic Stamp

Create a Custom Stamp

Create a Custom Dynamic stamp

Stamping a PDF

You can choose from a list of predefined stamps, or create custom stamps before stamping a PDF. All the stamps that you import or create are listed in the menu of Stamp Tools and Stamps Palette. To apply a stamp, please do the following:

1. Choose Comments > Stamp > Show Stamps Palette.
2. In the Stamps Palette, select a category from the menu, and then select a stamp.
3. Click the document page where you want to place the stamp.

Note: *All the stamps that you import or customize will be listed in the menu of Stamp Tools, you can choose directly a stamp from the menu of Stamp Tools.*

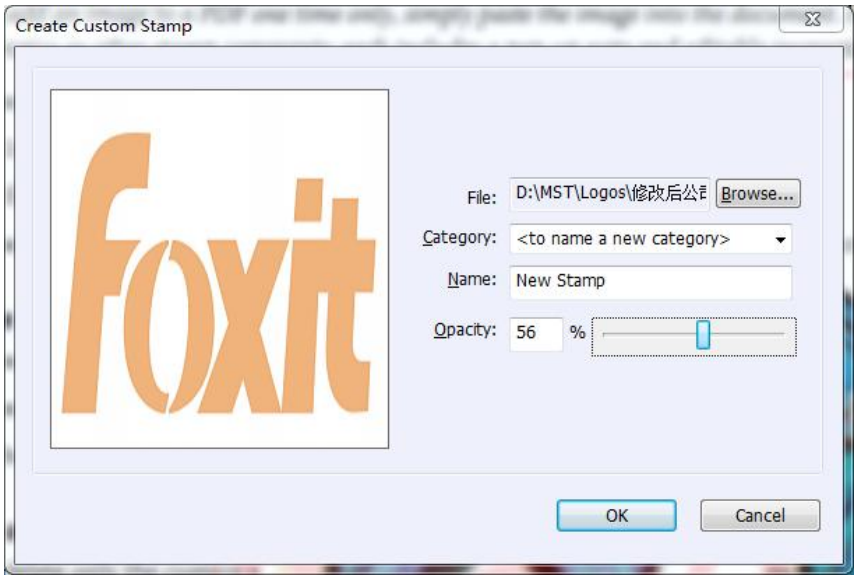
Creating a Stamp

You can create custom stamps and dynamic stamps.

Creating a Custom Stamp

1. Choose Comments > Stamp > Create Custom Stamp.
2. Type a new category name or choose a category from drop-down menu, name the stamp, and then click OK.

Note: *If the stamp you choose is an image file, you can adjust the opacity of the image via drag the scrollbar as needed in the general stamps dialog box.*



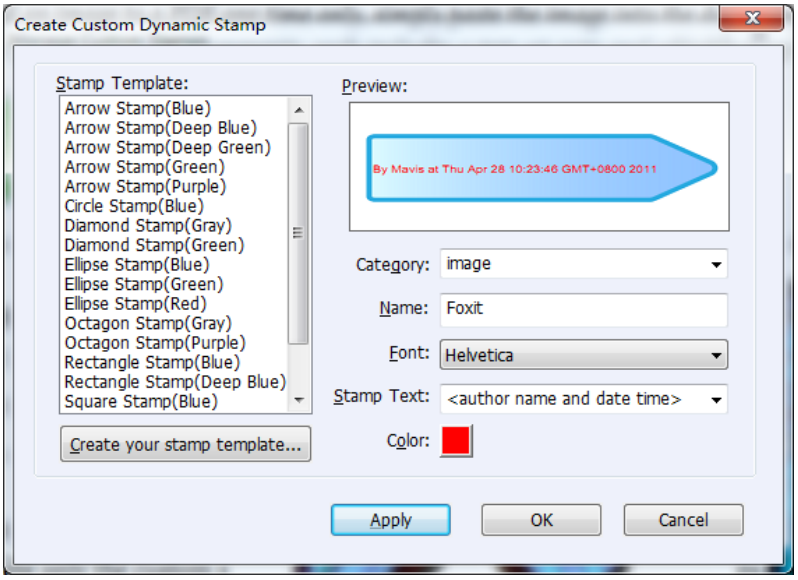
Create General Stamps Dialog Box

Creating a Custom Dynamic Stamp

You can create a Custom Dynamic Stamp to add text, author name and date time on stamps. Please do the following:

1. Choose Comments > Stamp > Create Custom Dynamic Stamp.
2. In the Create Custom Dynamic Stamp dialog box, choose one stamp template from the left list or create your own stamp template which can be an image or a PDF file.Choose a category from drop-down menu or name a new one, then name the stamp.
3. Specify Font and Font Color.
4. From the Stamp Text option, if you choose <author name>, <date time> or< author name and date time> category without typing any text, it will automatically obtain current user, date, time from your system when you click **Apply** button.

5. You can instantly adjust the added content to fit your needs when you preview current stamp on the right top preview pane.
6. Click OK.

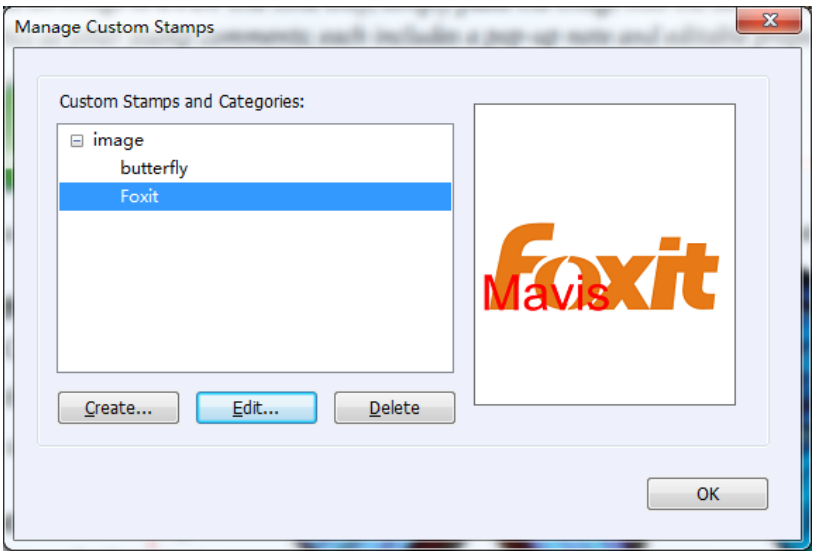


Create Custom Dynamic Stamp Dialog Box

Managing a stamp

To manage a stamp, please do the following:

- Choose Comments > Stamp > Manage Stamps, open Management Stamps dialog box, and select a stamp.
- Click **Create** and choose a way of creating stamp from drop-down menu, please refer to Creating a custom stamp.
- Click **Edit** to edit the stamps, such as changing category, stamp name, or replacing the image or PDF files etc. Please refer to Creating a custom dynamic stamp.
- Click Delete to remove the stamp.



Manage Custom Stamps Dialog Box

Note: *Deleting a custom stamp category will delete all stamps that are subordinate to it.*

Cutting/Copying and Pasting a Stamp

To cut/copy and paste a stamp, please do the following:

- Select the stamp you want to cut or copy.
- Right-click the stamp > Cut/Copy or choose Edit > Cut/Stamp.
- Right-click on the page you want to past the stamp and select Paste or choose Edit > Paste.

Undoing/Redoing a Stamp

To undo/redo a Stamp, please go to Edit > Undo/Redo.

Resizing or moving a stamp

- Select the Hand Tool or the Annotation Selection Tool .
- To resize a stamp, select it, put the cursor on one of the red points, and drag one of the handles to make your adjustments.
- To move a stamp, select it and put the cursor on one of the segments to drag.
- To add a pop-up note to a stamp, select it and double-click the stamp or right-click it and choose Open Popup Note.

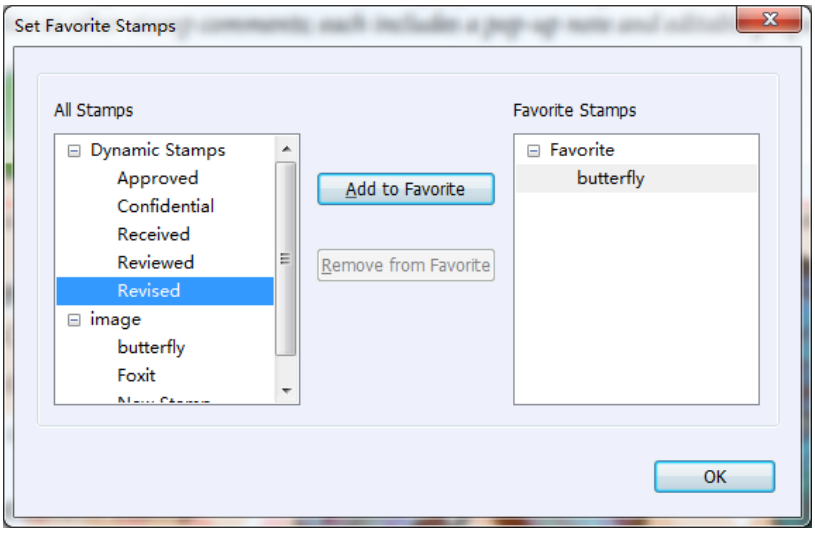
Deleting a stamp

Do one of the following:

- Select the Hand Tool or the Annotation Selection Tool , and then press the Delete key.
- Select the Hand Tool or the Annotation Selection Tool , right-click on the stamp, and choose Delete from the Context Menu.

Setting Favorite Stamps

- Choose Comments > Stamp > Set Favorite Stamp.
- Select a stamp in All Stamps panel, and then click **Add to Favorite**, then the stamp you select will be added to Favorite Stamps panel.
- To remove a stamp from Favorite Stamps panel, and then click Remove from Favorite.



Set Favorite Stamps

Chapter 9 – Forms

Foxit PhantomPDF is extremely useful for form filling and form designing. Please read below for more information.

Form Basics

There are two kinds of "form" files. One is a PDF file with fillable fields, which enables you to fill the form directly by clicking the form fields without using other features. This is called an *Interactive PDF Form*. The other kind of form is a plain PDF file with lines and texts, which should be filled with the typewriter feature in Foxit PhantomPDF. This is called a *Non-interactive PDF Form*.

Interactive Form

For interactive forms, you will see a document message bar appear between the toolbars and the form itself. If you do not want to see it again when reopening this file, please choose Tools > Preferences > Forms > Always Hide Document Message Bar. To show it, redo the steps.

The left side of the message bar typically informs you that this document is a fillable form. The right side of the message bar has two buttons. One is a **Highlight Fields** button, which colors the backgrounds of all blanks to be filled in and outlines any required blanks, making it easy to see them at a glance. Click to it to highlight all fields or cancel the highlight. Another button is a close button.

Acro Form and XFA (*XML Forms Architecture*) Form

Foxit PhantomPDF now supports both Acro Form and XFA Form. You can fill in XFA forms with the Hand Tool, the same which you were able to do with normal fillable forms (also known as AcroForm).

Non-interactive Form

The document message bar will not appear. This kind of form acts like an ordinary PDF document that has plain text and you will need to use the Typewriter feature to fill in this form.

Filling in PDF Forms

Foxit PhantomPDF not only allows you to fill in PDF forms and print them out, but also supports

advanced form operations, such as save filled-out forms and import/export forms data.

Filling Interactive Forms

If a PDF form contains interactive form fields, you can fill in the form with the Hand Tool .

When you place the pointer over an interactive form field, the pointer icon changes to one of the following:

- Arrow -- Appears when the pointer is over a button, radio button, check box, or item on a list.
- I-beam icon -- Appears when you can type text into the form field.

To fill in an interactive form, please do the following:

- If necessary, select the Hand tool .
- (Optional) To make form fields easier to identify, click the Highlight fields on the document message bar. Form fields appear with a colored background (yellow by default).
- Click in the first form field you want to fill in, either to select that option or to place an I-beam pointer in the field so that you can start typing.
- Right-click the text fields, and choose Paste or Select All to do other operations.
- After making a selection or entering text, do any of the following:
  A. Press Tab or Shift + Tab to accept the form field change and go to the next or previous field.
  B. Press the Up arrow key to select the previous option in an item of list, or press the Down arrow key to select the next option.
- After you fill in the form fields, do one of the following:
  A. Click the submit button if one exists. Clicking this button sends the form data to a database across the web or over your company intranet.
  B. Click Save icon on toolbar, or choose File > Save.
  C. Choose File > Save As..., and specify a location for the copy.

Note: *If the form author gave Reader users extended rights, the saved copy will include the entries you made in the forms. Otherwise, the saved copy will be blank.*

Clearing a form entry

Click one of the form fields, and use the Backspace key or Delete key.

Resetting unsaved form entries

Choose Forms > Reset form...

Clearing a form in a browser

Do either of the following:

- Select the reset form button if one exists. You can't undo this action.
- Quit the browser, and start again.

Note: *Clicking the web browser's Reload for Refresh button, the Back or Go Back button, or following a link to another page may not complete clearing the form.*

Filling lengthy entries in forms

Some PDF forms can contain dynamic text fields, which changes the text you input in size to accommodate the text fields. The text appears smaller and smaller when the words you type exceed the current size of the field. When you're finished typing and the field is deactivated, the text field displays all of the typed text in smaller size.

Spell-checking form entries

You can spell- check the text you typed in form fields after purchasing Foxit PhantomPDF if the security settings allow.

If you have installed the Spell Checker, when you insert any English text in the form fields, the spelling errors will be highlighted and underlined with squiggly lines.

To spell-check entries, do the following:

- Right-click on the misspelled words and you will see a list of five suggested words.
- Choose one of the suggested words to correct your input or ignore the squiggly line.
- If all the suggested words are not the exact words you want to input, try to correct them with other words.

Filling Non-interactive Forms

If a PDF form contains non-interactive form fields, you can fill in the form with the Typewriter .

When you place the pointer over a non-interactive form field, the basic pointer icon doesn't change.

Non-interactive PDF forms can be printed and filled in by hand. Or choose Comments > Typewriter Tools > Typewriter Tool to type information over the blank form fields and then save or print a copy of the completed form.

To use the Typewriter Tool to fill the non-interactive forms and spell-check the entries, please

refer to "Using the Typewriter Tool" .

Commenting on Forms

You can comment on PDF forms, just as on any other PDF. You can add comments only when the form creator has extended rights to the users.

Whether or not these comments are included when the form is submitted depends on how it is submitted. For example, if you use Foxit PhantomPDF to print the form for mailing or faxing, the comments do not appear. But if you attach the filled-in form to email as a complete PDF, the comments are included. Also, you can send the comments separately as an email attachment.

See also "Chapter 7 - Comments".

Importing & Exporting Form Data

To import and export form data is similar to the way of importing and exporting comment data. However, this function is only for PDF interactive forms. All the options for importing and exporting form data will be unavailable when you open other ordinary PDFs or non-interactive forms.

To learn how to import and export form data, please view "Importing & Exporting Comments Data".

Tip: *The users of Foxit PhantomPDF can import the form data from txt, xml, CSV, dbf or Excel format files or export the data of PDFs and save in FDF formats file, and it also can import and export the form data of PDFs and save as txt, xml, CSV, dbf or Excel format files.*

Form Designer (Available in *Standard* and *Business* Only)

Foxit Form Designer is a group of tools in Foxit PhantomPDF that can be used to create interactive forms. With Foxit Form Designer, you are able to add push buttons, text fields, check boxes, combo boxes, list boxes or radio buttons to create an interactive PDF form and specify their properties.

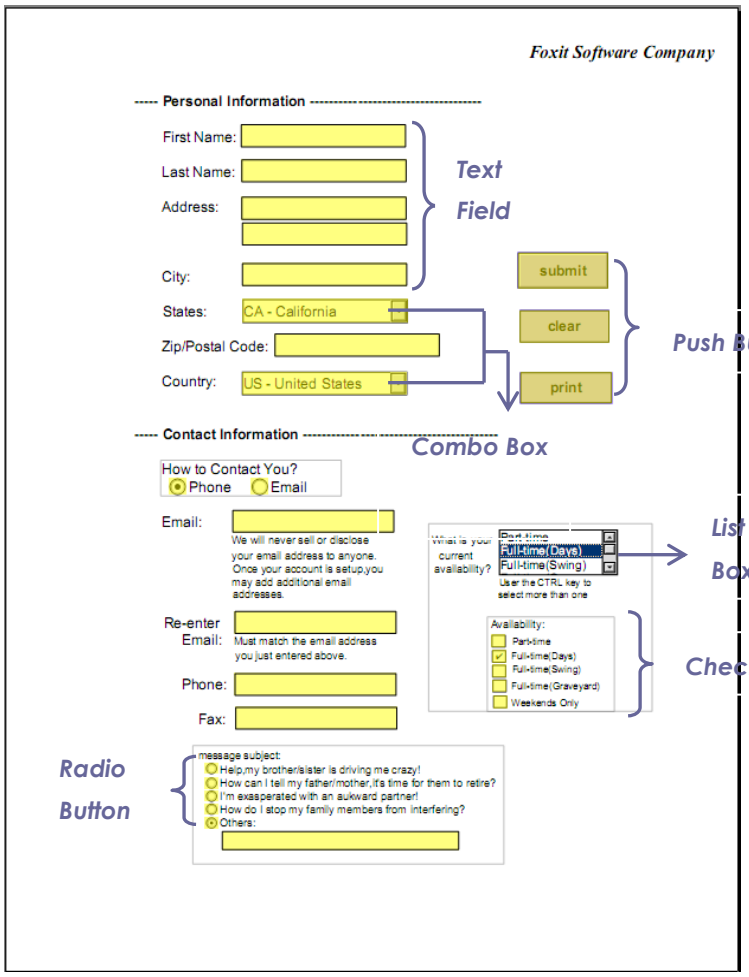
About Buttons

Foxit Form Designer offers seven basic tools for you to create a form. The following is a table of the seven form tools and their respective descriptions.

Seven Basic Tools

Button	Tool Name	Description

	Push Button	Creates an interactive form element to initiate certain predefined actions, such as opening a file, submitting data to a web server, or resetting a form. This button can also be customized with images and text.
	Radio Button	Presents a group of choices from which the user can select only one item.
	Check Box	Presents yes-or-no choices for individual items. If the form contains multiple check boxes, users can select what they want.
	Combo Box	Lets the user either choose an item from a pop-up menu or type in a value.
	List Box	Displays a list of options the user can select.
	Text Field	Lets the user type in text, such as name, address, phone number, etc.
	Signature Field	Create a blank digital signature field for reviewers to sign the document



A PDF Form

Creating Interactive Forms

With Foxit Form Designer, you can either create an entirely new interactive form from a blank page or add form fields to an existing electronic form.

To start from a blank page, please do the following:

- Create a blank PDF from File -> Create PDF -> From blank page
- Open the blank page with Foxit PhantomPDF, and then use Foxit Form Designer to add form fields.

To edit an existing form, please open it with Foxit PhantomPDF, and then use Foxit Form Designer to add form fields or do any necessary changes.

Note: *To add text before or after the form fields, you can either choose to use Foxit PhantomPDF Advanced Editor or refer to the Typewriter Tool.*

Using Push Button Tool

You can create a new push button with the push button tool.

Creating a new push button

Select push button tool by clicking its button on Form Toolbar or choosing Forms > Push Button on Menu Bar, and do one of the following:

- Drag to create a push button of the required size.
- Double-click the page to create a push button using the default size.
- In the Button Properties dialog box which opens automatically, select property options to specify the push button behavior.

Moving and resizing a push button

- To move a push button, select Annotation Selection Tool or push button tool , click and drag the button to move it to a new location.
- To resize a push button, select Annotation Selection Tool or push button tool , click to select the button, and then drag a border handle.

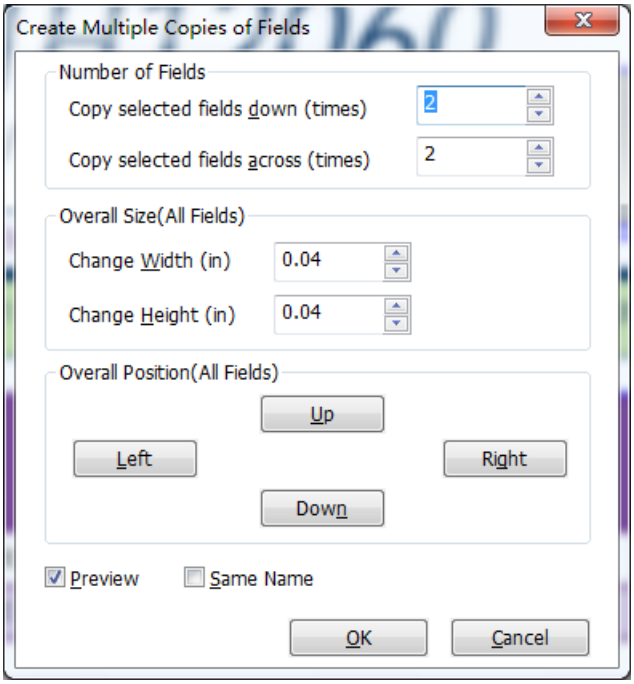
Deleting a push button

- Select Annotation Selection Tool or push button tool , click the push button you want to delete.
- Press Delete, or right-click the push button > Delete.

Creating multiple copies of a push button

You can create multiple copies of a push button. The new push button names are based on the original push buttons and appended with a number. However, you are able to create them with the same names. In addition, all the new push buttons are created sequentially, using standard array format.

- Select one or more push buttons that you want to copy (press Shift or Ctrl when clicking to select more buttons).
- Right-click one of the buttons > Create Multiple Copies…
- In the Create Multiple Copies of Fields dialog box, do the following:



The Create Multiple Copies of Fields dialog box

A. To specify the rows to be created, enter or select a number in Copy Selected fields across (times). The default number is set to 2.
B. To specify the columns to be created, enter or select a number in Copy Selected fields across (times). The default number is set to 2.
C. To specify the width of the area in which the columns of fields appear, enter or select a number in Change Width (in). The default number is set to 0.06.
D. To specify the height of the area in which the columns of fields appear, enter or select a number in Change Height (in). The default number is set to 0.06.

Note: *The width and height values don't change the dimensions of individual fields but designate the size of the entire area for all the selected and newly created fields.*

E. To change the position of buttons, use the Up, Down, Left, and Right buttons in the

dialog box.

F. Click Preview to apply the results.
G. Click Same Name to apply the names of original buttons to the newly created buttons, and click OK.

Note: *Copies of push buttons function independently of each other. You can use a different procedure to duplicate push buttons, creating an information- sharing relationship among these buttons.*

Duplicating a push button across multiple pages

- Select the push button that you want to duplicate.
- Right-click the button > Duplicate…

Note: *The Duplicate command isn't available for forms with only one page.*

- Do one of the following:

A. To duplicate the push button on every page in the form, select All, and click OK.
B. To duplicate the push button on a limited range of pages, click the From button, and type the starting and ending pages on which you want the button to appear. Click OK.

Note: *Enter the page number including or not including the page on which the button originally appears doesn't affect the duplication process. Including that page won't create a second copy on top of the original one, and not including it won't remove the original button.*

Setting push button properties

You can set properties that apply formatting, determine the appearance and actions, and so forth.

The push button has a General tab, Appearance tab, Actions tab, and an Options tab. Besides, there are two items on every tab:

- **Locked –** When selected, prevents any further changes to any push button properties.
- **Close –** Applies and saves the current button properties, and closes the button properties dialog box.

Note: *If you select Locked on any tab, it will lock all options for the button, but not just the options on that tab.*

1. General tab for the button properties

The General tab in push button properties contains the following options:

- Name – Specifies the unique name of the selected push button.
- Tooltip – Displays text that the hesitant user may find helpful in clicking the button. Tooltips appear when the pointer hovers over the push button.
- Form Field – Specifies whether the push button can be seen, either on screen or in print. There are four choices for you: Visible, Hidden, Visible but doesn't print, and Hidden but printable.
- Orientation – Rotates the push button by 0, 90, 180, or 270 Degrees.
- Read Only – Prevents the user from clicking the push button.
- Required – This option is not available for the push button.

2. Appearance tab for the button properties

The Appearance properties determine how the push button looks on the page. The Appearance tab in push button properties contains the following options:

- Line Style – Alters the appearance of the frame. Select Solid, Dashed, Beveled, Inset or Underline.

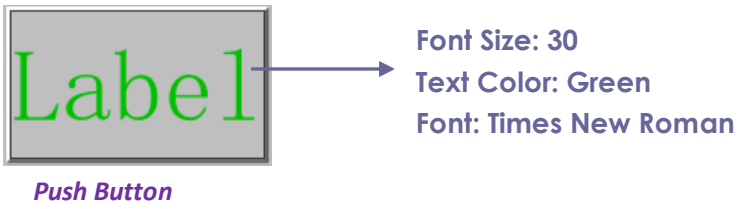
The appearances of Push Button with different line styles

Note: *You may not see the differences if no color is chosen as the border color.*

- Thickness – Specifies the width of the frame surrounding the push button: Thin, Medium, or Thick.
- Border Color – Opens a color picker in which you can select a color for the frame surrounding the button. To leave the button without a frame, select No color.
- Fill Color – Opens a color picker in which you can select a color for the button. To leave the button uncolored, select No color.

Note: *A Fill Color choice other than No color will block any images on the PDF page that are behind the button.*

- Font Size – Sets the size of the label for the button. You can either choose Auto, various preset values, or type in a different value.
- Text Color – Opens a color picker in which you can select a color for the label.
- Font – Lists the fonts available on your computer.



3. Actions tab for the button properties

The Actions properties specify any actions that you want to associate with the push button, such as jumping to a specific page or going to a web site. The Actions tab in push button properties contains the following options:

- Select Trigger – Specifies the user action that initiates an action: Mouse Up, Mouse Down, Mouse Enter, Mouse Exit, On Focus, or On Blur.
- Select Action – Specifies the event that occurs when the user triggers the action: Go to a page view, Open/execute a file, Open a web link, Show/hide a field, Execute a named command, Submit a form, Reset a form, Import from data, and Run a JavaScript.

A. Go to a page view – designate to a specific page view. You can not only designate to a page in the current PDF, but also to the page in another PDF. Also, you may change the current zoom setting and then set the position.

To go to a page view, choose this option, click Add button and do one of the following:

- ✧ Set the position in current document – scroll the current document, go to a new position where you want to set and click Set this position.
- ✧ Set the position in another PDF document – click the Open button on the toolbar > select the PDF you want to set position > scroll this document and go to a position where you want to set > click Set this position.

Note: *The new PDF document should be opened in the existing window but not a new window.*

- ✧ Change the view magnification -- scroll in the current document or another document > go to a new position where you want to set > change the magnification of the position > click Set this position.
- ✧ Click Cancel to revoke your operation.

B. Open/execute a file – designate to open another file. To do this, please follow the steps below:

- ✧ Choose Open/execute a file > click Add button > select the destination file and click Select.

C. Open a web link – designate to open a web link. Do the following:

✧ Choose Open a web link > click Add button > enter the URL of the destination web page.

D. To show/hide a field, select the option > click Add… > choose to show or hide the selected button when the user triggers the action, and click OK.
E. To execute a named command, select the option > click Add… > select one of the named commands in Execute a named command dialog box, and click OK.
F. To submit a form, select the option > click Add… > choose the submission method, decide which fields should be submitted, and click OK.
G. To reset a form, select the option > click Add… > select the fields that will be reset, and click OK.
H. To import form data, select the option > click Add… > choose the FDF file that contains the form data you want to import, and click Open.
I. To run a JavaScript, select the option > click Add… > Enter JavaScript, and click Save and Close.

- Actions – Displays the list of triggers and actions that you have defined.
- Up and down buttons – Change the order in which the selected action appears listed under the trigger. (Available only when you have defined multiple actions for the same trigger.)
- Edit – Opens a dialog box with specific options for the selected action. You can also double-click the actions to open a dialog box.
- Delete – Removes the selected action.

4. Options tab for the button properties

The Options properties determine how labels and icons appear on the button. A button can have a label, an icon, or both. The Options tab in push button properties enables you to add any labels you like. The Options tab in push button properties contains the following options:

- Layout – Specifies the layout of label and icon of the button. There are seven choices:

A. Label only B. Icon only C. Icon top, label bottom D. Label top, icon bottom E. Icon left, label right F. Label left, icon right G. Label over icon

Button Layouts

- Advanced – Does the details settings to the icon.

A. When to scale – choose when to scale the icon you insert. There are four options:

Always: scale the icon to fit the button you draw.

Icon is too Big: zoom out the icon to fit the button if the former one is bigger than the latter one, or show the icon with its original size.

Icon is too Small: zoom in the icon to fit the button if the former one is smaller than the latter one, or show the icon with its original size.

Never: never scale the icon. Show the icon with its original size all the time.

B. Scale – choose to scale the icon non-proportionally or proportionally. This option will be disabled when you select Never in the field of When to scale.

Non-proportionally: scale the icon to fit the button when the magnification is changed.

Proportionally: scale the icon in its proportion.

C. Fit to bounds – check this option to scale the icon to fit fully within the bounds of the button without taking into consideration the line width of the border.

D. Border – drag and move the scroll bar to change icon's position in the button. The coordinates change when you move the scroll bar.

- Behavior – Specifies the display of the button when clicked. The button behavior options include:

None: Keeps the appearance of the button the same.

Push: Specifies appearances for the Up, Down, and Rollover states of the mouse. Select an option under State, and then specify a label or icon option:

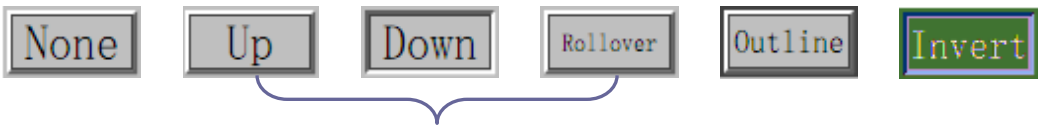
Up: Determines what the button looks like when the mouse button is not clicked.

Down: Determines what the button looks like when the mouse is clicked on the button, but before it is released.

Rollover: Determines what the button looks like when the pointer is held over the button.

Outline: Highlights the button border.

Invert: Reverses the dark and light shades of the button.



Push

The Button Behaviors

- To define the label or icon that appears on the button, do the following:

A. If a label option is selected form the Layout menu, type the text in the Label box.

B. If an icon option is selected from the Layout menu, click Choose icon… > click Browse… > Select the file type from the Objects of Type menu, double-click the file name, and click OK. (To remove the selected icon, click Clear button.)

- Click Close to accept these display properties.

Setting push button properties as default

After setting button properties for a new push button, you can set your settings as the new default for all the push buttons you create in future. To set the current properties as default, right-click the push button > select Use Current Properties as New Defaults.

Using Radio Button Tool

A radio button is a type of graphical user interface widget that allows you to choose one of a predefined set of options. For information on how to use the radio button, please refer to "Creating a new push button" .

Tip: How to toggle radio buttons

Related radio buttons must have exactly the same form field name but different export values. This ensures that the radio buttons toggle and that the correct values will be collected in the database.

1. *Please use copy-paste to create multiple copies if having more than one form field with the same name. After this, to make the value usable, you have to change the value of the radio buttons to make sure all radio buttons have the same field name but different export value.*
2. *Please note you cannot use "**Create Multiple Copies**" option if there is more than one radio button with the same name. A warning message will pop up if you right click and choosing **Create Multiple Copies**.*

Setting radio button properties

How a radio button behaves is determined by settings in the Radio Button Properties dialog box. You can set properties that apply formatting, determine the appearance and actions, and so forth.

The radio button has a General tab, Appearance tab, Actions tab, and an Options tab as push button. Also, there are two items on every tab:

- **Locked –** When selected, prevents any further changes to any radio button properties.
- **Close –** Applies and saves the current button properties, and closes the button properties dialog box.

***Note:** If you select Locked on any tab, it will lock all options for the button, but not just the options on that tab.*

1. General tab for the radio button properties

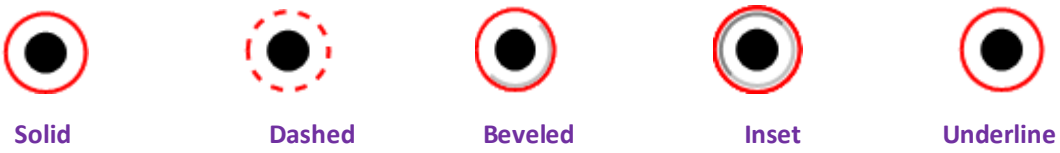
The General tab in radio button properties contains the following options:

- Name – Specifies the unique name of the selected radio button.
- Tooltip – Displays text that the hesitant user may find helpful in clicking the button. Tooltips appear when the pointer hovers over the radio button.
- Form Field – Specifies whether the radio button can be seen, either on screen or in print. There are four choices for you: Visible, Hidden, Visible but does not print, and Hidden but printable.
- Orientation – Rotates the radio button by 0, 90, 180, or 270 Degrees.
- Read Only – Prevents the user from clicking the radio button.
- Required – Forces the user to click the radio button. If the user attempts to submit the form while a required radio button is not chosen, an error message appears.

2. Appearance tab for the radio button properties

The Appearance properties determine how the radio button looks on the page. The Appearance tab in push button properties contains the following options:

- Line Style – Alters the appearance of the frame. Select Solid, Dashed, Beveled, Inset or Underline.



The appearances of Radio Button with different line styles

Note: *You may not see the difference if no color is chosen as the border color.*

- Thickness – Specifies the width of the frame surrounding the radio button: Thin, Medium, or Thick.
- Border Color – Opens a color picker in which you can select a color for the frame surrounding the button. To leave the button without a frame, select No color.
- Fill Color – Opens a color picker in which you can select a color for the background behind the button. To leave the background uncolored, select No color.

Note: *A Fill Color choice other than No color will block any images on the PDF page that are behind the button.*

- Text Color – Opens a color picker in which you can select a color for the button.

3. Actions tab for the radio button properties

Please refer to "Actions tab for the button properties" .

4. Options tab for the radio button properties

The Options tab in radio button properties enables you to change the button style and do other additional settings. The Options tab in radio button properties contains the following options:

- Button style – Specifies the shape of the maker that appears inside the button when the user selects it. There're six choices in total: Check, Circle (the default), Cross, Diamond, Square, or Star. This property does not alter the shape of the radio button itself.
- Export Value – Identifies the radio button and differentiates it from other radio buttons that share the same Name value. The status of a radio button is "on" and "off". You can give them other names with this box.
- Checked by default – Sets the selection state of the button when the user first opens the form.
- Radio buttons with the same name and value are selected in unison – Allows single-click selection of multiple related radio buttons. If the user selects a radio button that has the same field name and export value as another, both radio buttons are selected.
- Click Close to accept these display properties.

Setting radio button properties as default

After setting radio button properties for a new radio button, you can you're your settings as the new default for all the radio buttons you create in future.

To set the current properties as default, right-click the radio button, select Use Current Properties as New Defaults.

Using Check Box Tool

Please refer to "Using radio button tool" .

Note: *If you create multiple copies of the check box, please make sure both the form filed names and the export value are all different in related check boxes.*

Using Combo Box Tool

A combo box is a commonly-used GUI widget. It is a combination of a drop-down list or list box and a single-line textbox, allowing the user either to type a value directly into the control or choose from the list of existing options.

To use the combo box tool, please refer to "Creating a new push button".

Setting combo box properties

How a combo box behaves is determined by settings in the Combo Box Properties dialog box. You can set properties that apply formatting, determine the appearance and actions, perform mathematical operations, and so forth.

The combo box has a General tab, Appearance tab, Actions tab, Options tab, Format tab, Validate tab, and a Calculate tab. There are two items on every tab:

- **Locked –** When selected, prevents any further changes to any combo box properties.
- **Close –** Applies and saves the current properties, and closes the combo box properties dialog box.

Note: *If you select Locked on any tab, it will lock all options for this combo box, but not just the options on that tab.*

1. General tab for the combo box properties

Please refer to "General tab for the radio button properties" .

2. Appearance tab for the combo box properties

Please refer to "Appearance tab for the button properties" .

3. Actions tab for the combo box properties

Please refer to "Actions tab for the button properties" .

4. Options tab for the combo box properties

You can create a list of items from which the user selects with the Options tab.

- Item – Accepts the text and space character that you type for options that you want to appear in the menu for the field.
- Add – Moves the current entry in Item to Item List.
- Export value – Where you type in a value to represent the item if the data will be exported. If left blank, the entry for Name in the General tab is used as the export value.
- Item list – Displays the choices that will be available in the list.

Note: *The highlighted item in the Item List box appears as the default selected item in the combo box field. To change the default item, highlight another item from the list.*

- Up and Down arrows – Change the order in which the items are listed in the combo box list.

These buttons are not available if Sort Items is selected.

- Delete – Removes the selected item from the list.
- Sort items – Arranges the listed items numerically and alphabetically. A numerical sort (if applicable) is performed before an alphabetical sort.
- Allow user to enter custom text – Enable users to enter a value other than the ones in the list.
- Commit selected value immediately – Saves the value as soon as the user selects it. If this option is not selected, the value is saved only when the user tabs out of the current field or clicks another form field.

5. Format tab for the combo box properties

The Format tab in the combo box properties dialog box enables you to format the field values. Select one of the categories listed below:

- None – No additional options are available. The input in a combo box with this property does not require any specific formatting.
- Number – Automatically imposes the selected formatting options on numeric data entries.

  A. Decimal places – Sets the number of digits that appear to the right of the decimal point.
  B. Separator style – Sets the placement of commas and periods.
  C. Currency symbol – Sets the type of currency, such as Dollars, Euros, or Pounds.
  D. Negative Number Style – Sets how negative numbers are displayed. You can choose Show parentheses, Use red text, neither, or both.

- Percentage – Automatically imposes the selected formatting options on numeric data expressed as a percentage.

  A. Decimal places – Sets the number of digits that appear to the right of the decimal point.
  B. Separator style – Sets the placement of commas and periods.

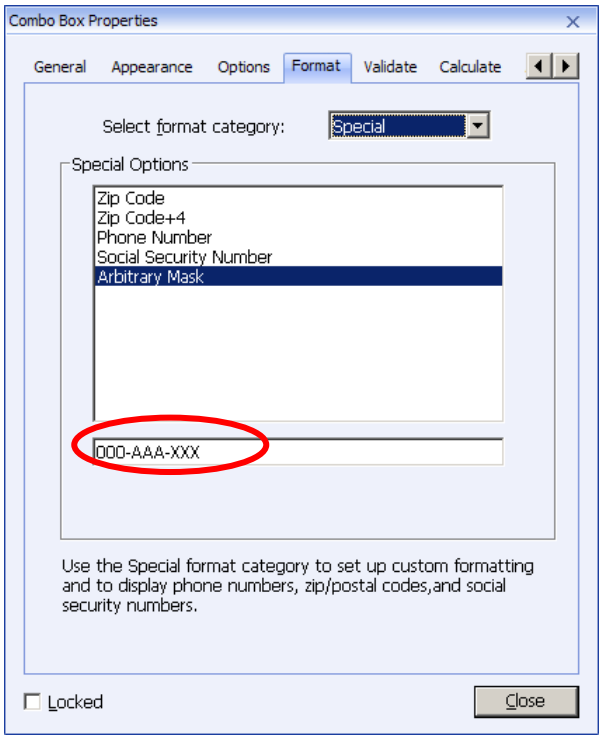
- Date – The list includes one-, two-, and four-digit variations where *d* stands for the day, *m* stands for the month, and *y* stands for the year. Also, you can choose Custom option and type your format.
- Time – The list includes display variations where *h* stands for the hour on a 12-hour clock, *H* stands for the hour on a 24-hour clock, *MM* stands for minutes, *ss* stands for the seconds, and *tt* stands for AM or PM. Also, you can choose the Custom option and type your format.
- Special – There are five options for you:

  A. Zip Code – For a five-digit postal code.
  B. Zip Code + 4 – For a nine-digit postal code.
  C. Phone Number – For a ten-digit telephone number.
  D. Social Security Number – For a nine-digit US Social Security Number.
  E. Arbitrary Mask -- Changes the format category to Custom and makes another text box available, in which you can type a custom format. Use this option to specify which types

of characters the user can enter in any given position, and how the data displays in the field.

a. A -- Accepts only letters (A–Z, a–z).
b. X -- Accepts spaces and most printable characters, including all characters available on a standard keyboard and ANSI characters in the ranges of 32–126 and 128–255.
c. O -- The letter "O" accepts alphanumeric characters (A–Z, a–z, and 0–9).
d. 9 -- Accepts only numeric characters (0–9).

For example, a mask setting of AAA--p#999 accepts the input BDF--p#367. A mask setting of OOOOO@XXX accepts the input vad12@3Up.



Example of an Arbitrary Mask entry

- Custom -- Makes additional options available to form designers who want to write their own JavaScripts for formatting and keystrokes. For example, a custom script could define a new currency format or limit the user entry to specific keystroke characters.

A. Custom Format Script – Displays any custom scripts you have added for formats. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.
B. Custom Keystroke Script –Displays any custom scripts you have added to validate keystrokes. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.

6. Validate tab for the combo box properties

The Validate properties restrict entries to specified ranges, values, or characters, ensuring that users enter the appropriate data for a combo box.

- Field value is not validated – Turns off validation.
- Field value is in range – Sets a numeric range for a combo box using values you enter in either as a number or a percentage. It is available only when Number or Percentage is selected in Format tab.
- Run custom validation script – Validates by a JavaScript that you create or provide. The Edit button opens a JavaScript Edition dialog box in which you can write and add new scripts.

7. Calculate tab for the combo box properties

With this option, you can perform mathematical operations on existing form field entries and display the result.

- Value is not calculated – Select this option if you want the users to type.
- Value is the – Select this to make further options available:

    A. The List includes the mathematical functions to apply to the selected fields. Choose Sum to add the values entered in the selected fields, Product to multiply them, Average, Minimum, or Maximum.
    B. Pick – Opens a Field Selection dialog box with a list of the available fields in the form that you select to add or deselect to remove from the calculation.

- Simplified field notation -- Uses JavaScript with field names and simple arithmetic signs. The Edit button opens a JavaScript Edition dialog box in which you can write, edit, and add scripts.
- Custom calculation script -- Displays any custom scripts you have added for calculations. The Edit button opens a JavaScript Edition dialog box in which you can write and add new JavaScripts.

Setting combo box properties as default

After setting combo box properties for a new combo box, you can set your settings as the new default for all the combo boxes you create in future.

To set the current properties as default, right-click the combo box > select Use Current Properties as New Defaults.

Using List Box and Text Field Tool

A list box is a GUI widget that allows the user to select one or more items from a list contained within a static, multiple line text box. Also, you can set a list box property that enables the user to Shift-click or Ctrl-click/Control-click to select multiple items on the list.

A text field is a common element of graphical user interface of computer programs, as well as the corresponding type of widget used when programming GUIs, which let the user type in text, such as name, address, phone number, etc.

To use list box tool and text field tool, please refer to "Creating a new push button" .

Setting list box properties

Please refer to "Setting combo box properties".

Setting text field properties

Although most of the properties are common to those of combo boxes, the Options tab is exclusive.

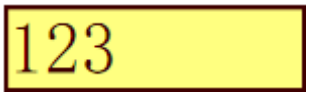
1. For all the other properties of a text field, please refer to "Setting combo box properties".

2. Options tab for the text field properties

- Alignment – Aligns the text left, right, or center within the field.
- Default Value – Specifies the text that appears until the user overwrites it by typing in the field. Enter the default value by typing in this option.
- Multi-line – Allows more than a single-line entry in the text field.
- Scroll long text – Compensates for text that extends beyond the boundaries of the text field.
- Allow Rich Text Formatting – Allows users to apply styling information to the text, such as bold or italic. This might be useful in certain text fields where such styling information is important to the meaning of the text, such as an essay.
- Limit of Characters – Allows entries of up to the number of characters you specify.

Note: *If you entered a default value, that value is clipped to this limit.*

- Password – Displays the user-entered text as a series of asterisks (*). This option is available only if Check Spelling is deselected.
- Field is used for file selection – Allows the user to enter a file path as the field's value when a file is submitted along with the form. This option is available only when Scroll long text is the only selected option in the Options tab.
- Check spelling – Checks the spelling of user-entered text.
- Comb of Characters -- Spreads the user-entered text evenly across the width of the text field. If a border color is specified, Solid or Dashed Line is selected in the Appearance tab, each character entered in the field is separated by lines of that color. This option is available only when no other check box is selected.



A B

Text fields with and without the Comb property

A. Text field with a border color, using the Comb property
B. Text field without the Comb property

Setting text field properties as default

To set the current properties as default, right-click the text field > select Use Current Properties as New Defaults.

Using Signature Field Tool

The signature field is specially designed by to create blank digital signature fields for reviewers to sign. You can place the field anywhere you want the reviewers to sign.

Creating a new Signature field

Choose Forms > Signature Field on Menu Bar, and do one of the following:

- Drag to create a Signature Field of the required size.
- Double-click the page to create a Signature Field using the default size.

In the Signature Properties dialog box which opens automatically, select property options to specify the Signature Field behavior.

To move, delete a signature field and create multiple copies, please refer to "Using push button".

To set signature field's General, Appearance and Actions tab properties, please refer to "Setting push button properties".

Signed tab for the signature field properties

- Nothing Happens When Signed – it is set as default.
- Mark As Read-Only - Prevents other readers to change the digitally signed form.
    - ✧ All Fields - Prevents any changes to any form field.
    - ✧ All Fields Except These - Allows changing the selected form fields. Click the Pick button and select check boxes for the fields that you want the reviewers to edit after signing.
    - ✧ Just These Fields – Prevent to change the form fields you pick.
- This Script Executes When Field is Signed

Activate a custom JavaScript when the user digitally signs the form. Click the Edit button to change or create a new JavaScript action.

Arranging Form Fields

Selecting multiple form fields

To arrange the form fields, you have to select multiple form fields that you want to arrange first.

To select multiple form fields, do one of the following:

- Choose the Annotation Selection tool > Shift-click or Ctrl-click each form field.
- Choose the Annotation Selection tool > drag a selection marquee around the area to select them.

To deselect an individual form field, Ctrl-click the specific field.

Note: *The form field highlighted in red is the anchor. When you select multiple form fields by clicking, the last field selected is the anchor.*

Aligning multiple form fields

You can align the selected form fields left, right, top, bottom, vertically or horizontally. Select one of the form fields as the anchor, the rest of the form fields will be placed respectively to the left edge, right edge, top edge, bottom edge, vertical axis or horizontal axis of the anchor form field.

- Select two or more form fields that you want to align.
- Right-click the anchor, and then choose a command as follows:
  C. To align a column of form fields, choose Left, Right, or Vertically to align them respectively to the left edge, right edge, or vertical axis of the anchor form field.
  D. To align a row of form fields, choose Top, Bottom, or Horizontally to align them respectively to the top edge, bottom edge, or horizontal axis of the anchor form field.

Note: *When you right-click or Ctrl-click one of the selected form fields, it will be highlighted in red, indicating that it's the anchor form field. The align menu commands move the other selected form fields to line up with the edges of the anchor form fields.*

Centering multiple form fields

This function enables you to center the rectangle enclosed by form.

- Select form fields. You can imagine that these form fields consist of an area with the shape of rectangle.

- Right-click one of the form fields > Center > Vertically/Horizontally/Both. You will find that the rectangle is centered respectively vertically, horizontally or both in the page.

Distributing multiple form fields

This function will be available when selecting three or more form fields.

- To distribute the form fields evenly between the topmost and bottommost form fields, choose Distribute > Vertically.
- To distribute the form fields evenly between the leftmost and rightmost form fields, choose Distribute > Horizontally.

Resizing multiple form fields

Select one of the form fields as the anchor, and the rest of the form fields will be resized with the same height or width as that of the anchor form field. For example,

- Select form field A and B. Suppose that you want to set A as the anchor form field.
- Right-click A > Size > Height/Width/Both. And you'll see that the height/width/height and width of B is resized to be the same as that of A.

Setting Form-Field Tab Order

After you create the form fields, you can set the tab order with ease. If you deselect to set the tab order, it will be automatically determined in a normal order. Do the following:

- With the Annotation Selection Tool selected, right-click a form field, and choose Set Tab Order.
- Click anywhere in the field that you want to be first in the tabbing order. The number in the upper left corner is set as 1.
- Click each of the other fields in the order that you want tabbing to occur.

Note: *If you decide not to change the tabbing order, click a blank area of the page or a part of the page that is not part of a field. This hides the tabbing order numbers so that clicking a field no longer changes the tabbing order.*

Setting Calculation Order

When you define two or more calculations in a form, the order in which they are carried out is the order in which you defined the calculations. In some cases, you may need to modify the calculation order to obtain correct results.

For example, if you wanted to use the result obtained from calculating two form fields to calculate the value of a third form field, the first two form fields must be calculated together first

to obtain the correct final results.

- Choose Forms > Set Calculation Order…

The Calculate Order dialog box displays all calculable fields in your form and the order in which the calculations are performed.

- To change the field calculation order, select the field from the list, and then click the Up or Down button as needed.
- Click OK.

Setting Properties of Multiple Form Fields

- Select multiple form fields > right-click one of them > Properties…
- There pops up a dialog with a General tab and an Appearance tab, and then follow the steps specified above.

Running JavaScript (Available in *Standard* and *Business* Only)

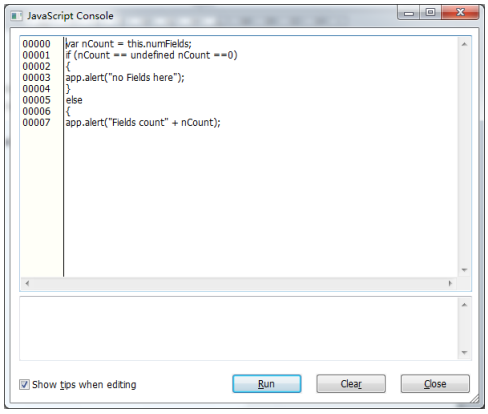
JavaScript is a dynamic, prototype-based language with first-class functions, which serves as a means to easily create interactive web pages. In Foxit PhantomPDF, you can easily integrate this level of interactivity into your PDF documents.

With Foxit PhantomPDF, you can invoke JavaScript code using actions associated with documents, bookmarks, links, and pages. Foxit PhantomPDF provides two options for you to do it – JavaScript Console and Document JavaScript. The JavaScript Console provides an interactive and convenient interface for testing portions of JavaScript code and experimenting with object properties and methods. The Document JavaScript command lets you create document-level JavaScript actions that apply to the entire document.

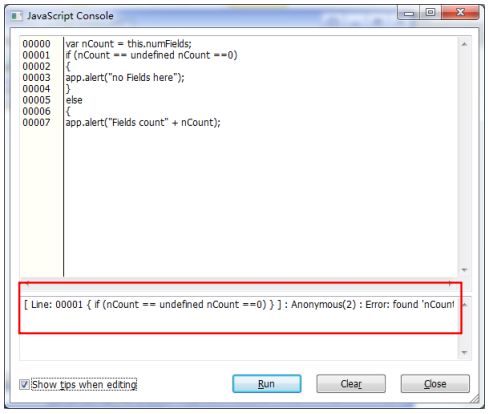
Using JavaScript Console

JavaScript Console is a control panel for the execution and debugging of JavaScript code. Serving as a debugging aid, it is quite useful for displaying debug messages and executing JavaScript.

To active the JavaScript console, select Forms > JavaScript Console, and do the following:



A. In the pop-up Javascript Console dialog box, type your JavaScript code, or click Open and select one of the file with JS format.


JavaScript Console
00000 var nCount = this.numFields;
00001 if (nCount == undefined nCount ==0)
00002 {
00003 app.alert("no Fields here");
00004 }
00005 else
00006 {
00007 app.alert("Fields count" + nCount);
[Line: 00001 { if (nCount == undefined nCount ==0) }] : Anonymous(2) : Error: found 'nCount
Show tips when editing
Run
Clear
Close

B. Click **Run** button to run your JavaScript code. You will be prompted that the code has run successfully. When the code goes wrong, it gives you an error message.

You can click Save to save a copy of your JavaScript code, or click Cancel to revoke your operation.

Using Document JavaScript Command

Document JavaScripts are variable and function definitions that are generally useful to a given document, but are not applicable outside the document.

- Variable definitions: Define variables at the document level to make them visible to any executing script.
- Function definitions: Define functions at the document level that support the user interaction with the document. These functions may be utility functions for handling common tasks for string or number manipulation, or functions that execute lengthy scripts called by actions initiated by a user interacting with form fields, bookmarks, page changes, etc.

To create or access document level scripts in Foxit PhantomPDF, select Forms > Document JavaScript… The pop-up Java Script Functions dialog box enables you to add, modify, or delete document level scripts. All the document level scripts are stored within the PDF document.

In Java Script Functions dialog box, you will see the following buttons:

- Close – Closes the dialog box.

- Add – After typing a new Script Name, a JavaScript Editor dialog box pops up. You can create and edit document level scripts here. To change the font of JavaScripts, click the Font button.
- Edit – The JavaScript Editor dialog box pops up, enabling you to modify the JavaScripts you create.

Optional Database connectivity to Windows ODBC

The Optional Database Connectivity plug-in is a Javascript object inside Foxit PhantomPDF PDF Suite, allowing you to connect to Windows ODBC (Open Database Connectivity) data sources. It provides some basic JavaScript properties and methods to gain increased customization options and data accuracy to access to information databases. More importantly, JavaScript can be used to execute SQL commands and retrieve data, which can, in turn, be used to populate a PDF file. Also, developers can create document level-scripts to connect to a database for the purposes of inserting new data, updating information, and deleting database entries.

Currently, ADBC is a Windows only feature and requires Open Database Connectivity (ODBC) provided by Microsoft.

Chapter 10 – Security

The security feature of PDF gives you an exceptional control over the PDF files you create. To provide adequate protection for PDF's contents, you can encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations, etc.

Checking PDF Security

Some PDF files may contain restrictions preventing actions such as printing, editing, copying, etc. To check if you have these permissions, please do the following:

- Choose File > Properties…or Secure > Show Security Properties.
- In the popup Document Properties dialog box, select the Security tab to view the restriction information.

Adding Security to PDF Files

In Foxit PhantomPDF, you can add password protection, certificate protection, MS AD RMS protection, and security restrictions to PDF files, limiting who can open the file, can copy, edit or print the file, etc.

Adding Password Encryption

You can add a password to a PDF document to limit access and restrict certain features, such as printing, copying and editing.

There are two kinds of passwords that could be applied to a PDF file: a **Document Open password** and a **Permissions password**. When you set a Document Open password, anyone who tries to open the PDF file must type in the password that you specified. When you set a Permissions password, anyone who wants to change the restrictions must type the Permissions password. Please note that if a PDF is secured with both types of passwords, it can be opened with either password, but only the Permissions password allows you to change the restrictions.

Tip: *There's no way out to recover password from the PDF if you forgot it. To keep a backup copy of the PDF that isn't password-protected is a good choice.*

Adding a password security

1. Choose Secure > Password Encrypt, or in Security Editing toolbar, click and choose Password Encrypt from menu.
2. In the Security Setting dialog box, select the type of password to add, and then type the password in the corresponding field. If you check permission password, please click

Permission to set the restriction settings.

3. In the Permission Specification area, you will be shown the security details you specified.
4. Select an Encryption Algorithm.
5. (Optional) Select the document contents to encrypt.
6. (Optional)Check Save the setting as a new policy to save the current security settings as a new policy so that you can apply to other documents.
7. Click Ok and save the document to make setting take effect.

Password security options

When you add a password and security to a PDF file, you can set the following security options:

Require a password to open the document – selects to require users to type the password you specify to open the document.

- Document Open Password – specifies a password that users must type to open the document.

Adds Document Restriction – restricts actions to PDF files, such as printing, editing, etc.

- **Document Permissions Password –** specifies a password that is required to change the permissions settings. If the file is opened in Foxit PhantomPDF, the user can view the file but must enter the permissions password to change the file's security and permissions settings.
- **Permission setting –** you can check options to specify file's permission setting. Click any of options to view the detail information in Permission Item Specification field.

  Print Permission – specifies the level of printing which users are allowed for the PDF document.

  A. Print with low resolution – allows users to print at no higher than 150-dpi resolution.
  B. Print with high resolution – allows users to print at any resolution.

  Change Permission – defines which editing actions are allowed in the document.

  A. Fill in a form – lets users fill in forms. The option doesn't mean that users can create form fields.
  B. Comments in the document – lets users add comment to the PDF document.
  C. Manage pages and bookmarks – lets users insert, rotate, delete pages, as well as add bookmarks.
  D. Modify document - lets users modify the PDF document, but not add comments. If you check the option, Fill in a form and Management pages, bookmarks the both options are automatically selected.

  Content Extraction Permission - defines the contents that are allowed to be extracted in the PDF document.

A. Enable text access for screen reader devices for the visually impaired.
B. Extract the contents of the document – lets users extract text and graphics, copy text, take snapshot, and play media clip, etc.

Encryption Algorithm - defines data transformations that cannot be easily reversed by unauthorized users. Foxit PhantomPDF supports 128-bit AES and 128-bit ARC-FOUR.

Encrypt all document contents except metadata – encrypts the contents of a PDF file but still allow search engines access to the document metadata.

Save the setting as a new policy – save the current security settings as a policy so that you can apply it to other documents.

Modifying password and security settings

1. Choose Secure > Show Security Properties, or click on the Security Editing Tools toolbar and choose Show Security Properties from drop-down menu.
2. In the Security tab of the Document Properties dialog box, click Change Settings.
3. Type the Permission or Open Password and then click OK.
4. Do any changes to the security settings and save the document.

Removing password and security settings

To remove password and security settings from a PDF file, you must have the permissions to do so.

1. In an open a PDF file, please choose one of way to remove password and security settings.

- Choose Secure > Remove Security, or click Security Editing Tools toolbar and choose Remove Security from drop-down menu.
- In the Security tab of the Document Properties dialog box, choose No Encryption from Security Method menu.

2. Your options vary depending on the type of password. If you set a Document Open password, click OK to remove it form the document. If you set a Permission Password, you must type the Permission Password in the Enter Password box and then click OK. Click OK again to confirm the action.

Adding a Certificate Encryption (Available in *Standard* and *Business* Only)

The advantage of securing documents with certificates is that authors can specify unique permissions for each person. For example, authors can permit a person to fill in forms and comment in document, and permit another person to edit text or delete pages. You can choose certificates from files on disk, or from the Windows certificate store. Only a specific set of users whose identities can be verified and managed can have access to the document. A certificate that contains public key and other identifying information is used to encrypt documents, or verified a

digital signature. Only corresponding private key decrypts the document that was encrypting using the certificate.

Generally, if possible, encrypt document using certificates from third-party provider. If the certificate is lost or stolen, the issuing authority can replace it, if a self-signed certificate is deleted, all PDF encrypted using the certificate is forever in accessible.

Adding a certificate security

1. Choose Secure > Certificate Encrypt, or click Security Editing Tools toolbar and choose Certificate Encrypt from drop-down menu.
2. In Certificate Encrypt dialog box, create intended recipient list for the encrypt document. You can set document restrictions for a recipient by selecting the recipient and clicking Permission.

    - Click Import to import certificate from Windows Certificate store.
    - Click Browse to import certificate from disk.
    - Click Remove to delete a recipient from recipient list.
    - Click Details to view the detail of the certificate.
    - Click Permission to set document restriction for the selected recipient. About Permission options, please refer to "Adding document restrictions" of **Password security options**.

3. Select Encryption Algorithm (support 128 bit AES, 128 bit ARC-FOUR and 256-AES).
4. Select encryption components to determine whether encrypt all documents contents except metadata or not.
5. (Optional) Check Save as a new policy to save the current security settings as a policy so that you can apply it to other documents.
6. Click OK and save the document.

See also "About digital ID"

Changing or removing certificate encryption

To change or remove security settings, you must have permission to do so. If you want to change or remove security encrypted with certificate, you must have all access to the document, or you can't do changes or remove security settings.

To change certificate encryption, please do the following:

1. Choose Secure > Show Security Properties.
2. Click Change Settings.
3. In Certificate Encryption dialog box, refer to Adding a certificate security.
4. Click OK and save the document to apply your changes.

To remove certificate encryption, please do one of the following:

1. Choose Secure > Remove Security, or click Security Editing Tools toolbar and choose Remove Security from drop-down menu.
2. Choose Secure > Show Security Properties, in the Security tab of the Document Properties dialog box, choose No Encryption from Security Method menu.

Setting Security Policies

If you often apply the same security settings to multiple PDFs, you can save your settings as a policy that you can apply to other PDFs. Security policies include the security method, encryption password, permission settings, etc.

Creating a security policy

1. Choose Secure > Manage Security Policies, or click Security Editing Tools toolbar and choose Manage Security Policies from drop-down menu.
2. Click New.
3. Choose security method from menu and specify the policy name and description.
4. Click Edit Details to set restriction settings or passwords.
5. Review the policy details, and then click Finish.

Securing PDFs using policies

You can apply any security policy to a PDF file. To secure a PDF with a security policy that you specified, do the following:

1. Open a PDF document.
2. Choose Secure > Manage Security Policies, or click Security Editing Tools toolbar and choose Manage Security Policies from drop-down menu.
3. In the Manage Security Policies dialog box, select a policy which you want to apply to the PDF file.
4. Click Apply to this Document.
5. Save the document to apply the security policy.

Managing security policies

After you create security policies, you can manage them by copying, editing, and deleting.

1. Choose Secure > Manage Security Policies, or click Security Editing Tools toolbar and choose Manage Security Policies from drop-down menu.
2. Select a policy from left panel and do one or more of the following:
   - Click New to create a new policy.
   - Click Copy to copy a policy. This option is useful when you create a new policy that's

based on the settings of the selected policy.

- Click Edit Details to edit a policy.
- Click Delete to delete a policy.
- Click Close.

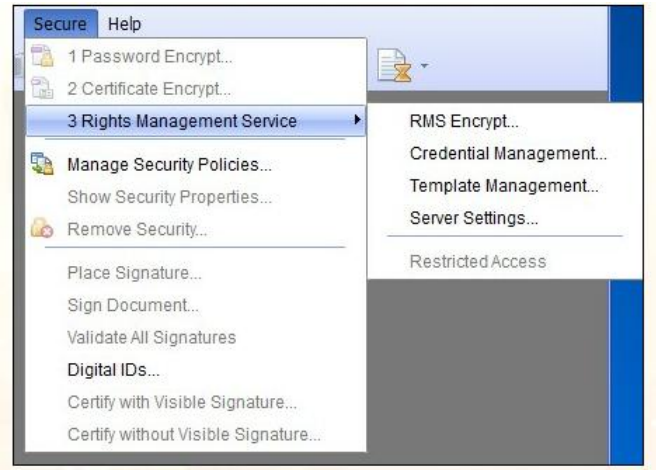
RMS Protector (Available in *Business* Only)

Microsoft Windows Rights Management Services is an information technology that works with AD RMS enabled applications to help safeguard digital information from unauthorized use. Foxit PhantomPDF RMS protector provides seamless integration with Microsoft Windows Server environment to protect PDF documents and manage policy templates. You can use Foxit PhantomPDF to open an RMS-Protected document if you are authorized to improve information security, meet compliance requirements, and save time and money with improved business processes.

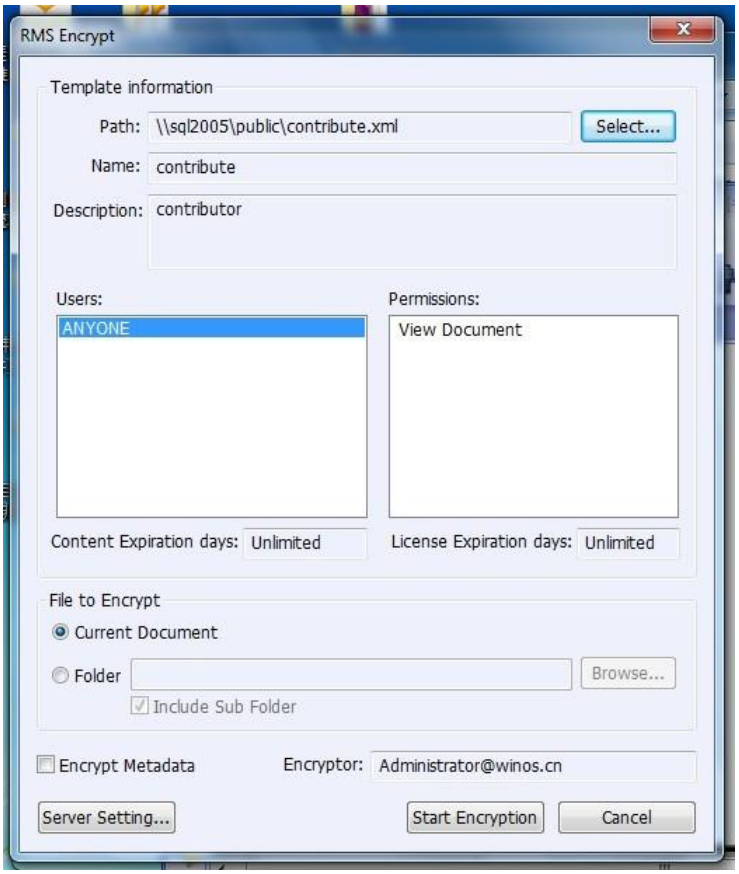
Once installed, Foxit PhantomPDF will extend all Microsoft AD RMS service to all PDF files.

RMS Encryption

1. Click Secure > Right Management Service > RMS Encrypt.



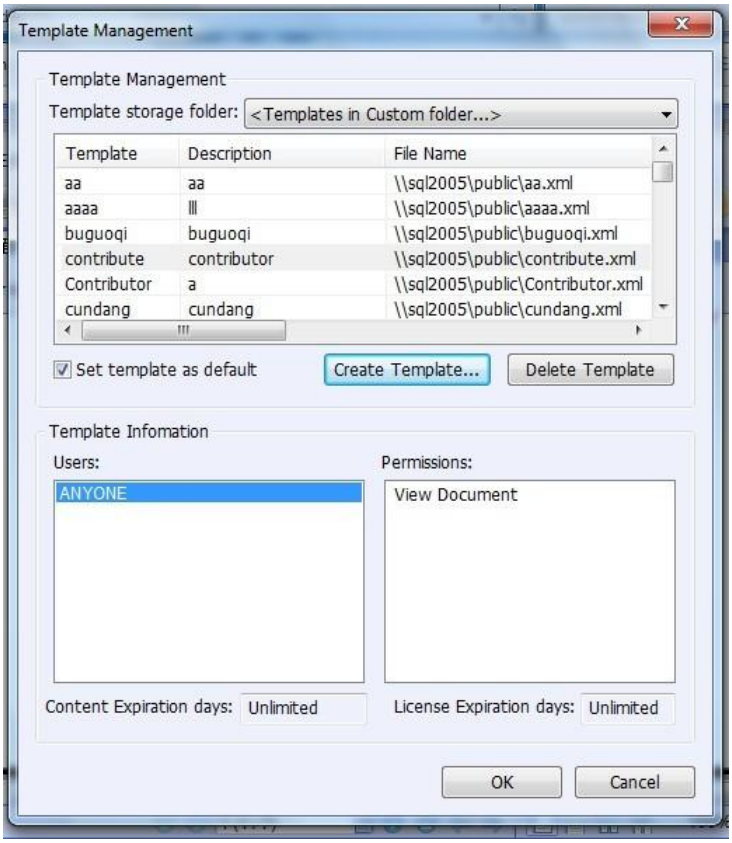
2. If you are in an AD RMS environment, PhantomPDF wizard will allow you to choose a policy template, you can choose it from RMS server, office policy template and customer folder. If you don't have policy template, you can create a new one, please refer to "Template management".
3. Choose file to encrypt, you can choose to encrypt current document or select a folder to encrypt, check "Include Sub Folder" to include all subfolders in this folder.
4. Check "Encrypt Metadata" if you want to encrypt it.
5. Click "Start Encrypt".



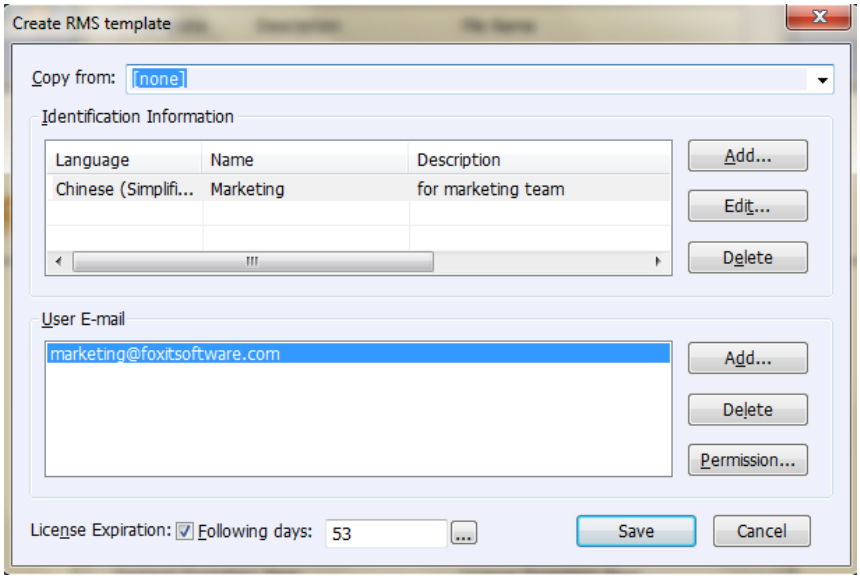
Template management

Template management can list all available policy template, information of the templates incuding users, permission, content expiration days and license expiration days. You can set certain template as default.

If you don’t have policy template or you want to create new one, you can also create template by clicking Create Template.



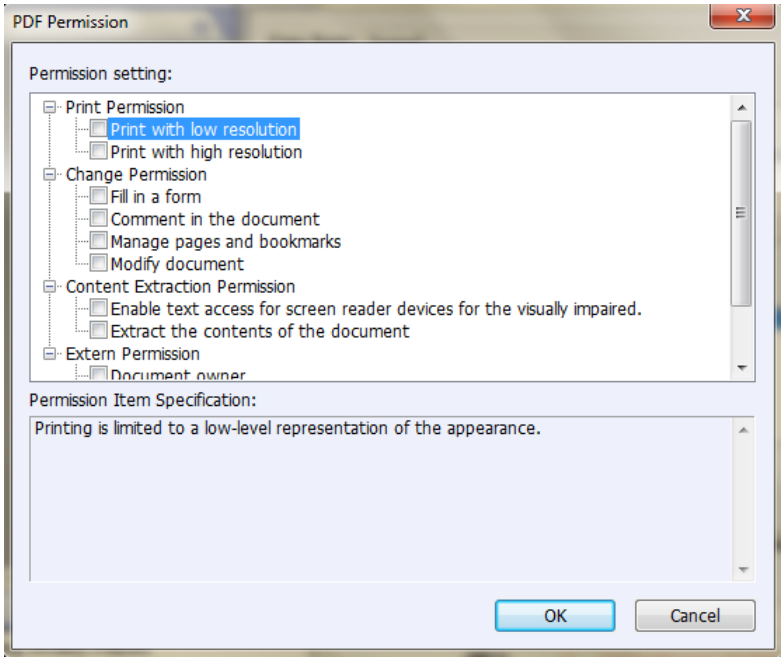
Create Template



1. (Optional) Choose copy from other policy templates
2. Click Add to set template name and description in Identification Information.
3. Click **Add** in User E-mail to simply add a user who you would like to assign the rights. Selecting **Anyone** allows every user to work with the encrypted PDF files.
4. After adding a user successfully, please click Permission to specify what kind of rights does

he/she will have to work with a PDF that is encrypted with the template.

Permission setting – you can check options to specify file's permission setting. Click any of options to view the detail information in Permission Item Specification field.



Print Permission – specifies the level of printing which users are allowed for the PDF document.

A. Print with low resolution – allows users to print at no higher than 150-dpi resolution.
B. Print with high resolution – allows users to print at any resolution.

Change Permission – defines which editing actions are allowed in the document.

A. Fill in a form – lets users fill in forms. The option doesn't mean that users can create form fields.
B. Comments in the document – lets users add comment to the PDF document.
C. Manage pages and bookmarks – lets users insert, rotate, delete pages, as well as add bookmarks.
D. Modify document - lets users modify the PDF document, but not add comments. If you check the option, Fill in a form and Management pages, bookmarks the both options are automatically selected.

Content Extraction Permission - defines the contents that are allowed to be extracted in the PDF document.

A. Enable text access for screen reader devices for the visually impaired
B. Extract the contents of the document – lets users extract text and graphics, copy text, take snapshot, and play media clip, etc.

5. Enter the number into period into the **License Expiration days** text box next to specify the valid period for the user license or click the button to set License expiration date in the calendar. If the user license expires, users will have to download the user license from the server once again to open the protected PDF documents.
6. Click Save to complete creating the template and save it to your disk.

Right click to encrypt PDF documents

You can encrypt PDF document or folder from right click menu. All the selected files will be encrypted by the default policy template.

Chapter 11 – Digital Signatures (Available in *Standard* and *Business* Only)

A digital signature acts as a traditional handwritten signature that can be used to authenticate the identity of a user as well as the document content. It stores information about the signer along with the date, time, and state of the document when it was signed.

Digital Signatures

About Digital ID

Digital ID is the identity of a person/organization, which contains your name, Email address, a serial number, an expiration date, and the name of the company. A digital ID contains two keys, one is a public key (certificate) that is used to encrypt or lock data, and the other is a private key that is used to decrypt or unlock data that is encrypted.

You can distribute your certificate that contains the public key and other identifying information to those people who need to use it to verify your identity, validate your signature, or encrypt a document for you. Only your private key can unlock information that was encrypted using your certificate, so make sure to store your digital ID in a safe place.

You can only obtain a digital ID from a trusted third-party provider called a Certificate Authority (CA). Digital IDs are usually protected by password; you can store it on computer in PKCS#12 file format, or in the Windows Certificate Store.

Foxit will support the ability to create a self-signed digital ID in the next major version. Until then, please use another source to create a self-signed digital ID.

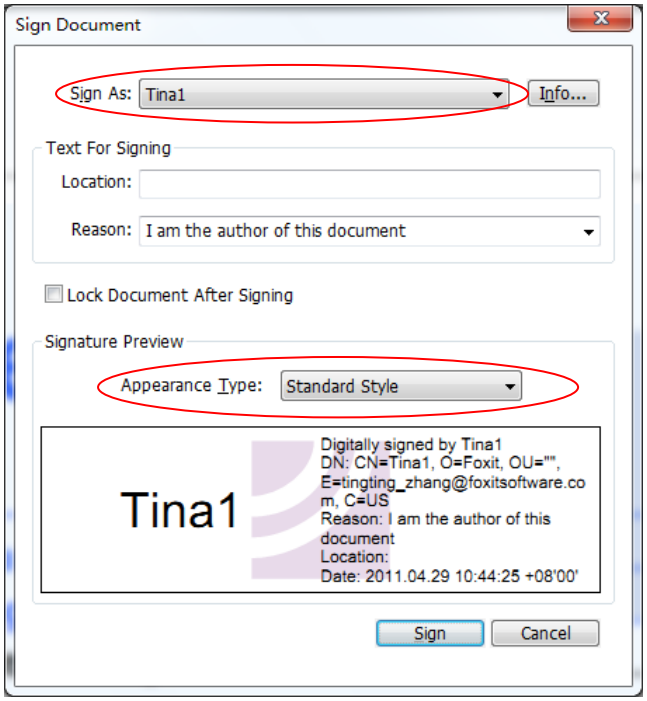
Placing a signature

Before you sign a document, you need to draw a signature field where the signature is placed, get a digital ID, and create the signature look for your signature.

1. Choose Secure > Place Signature.
2. Press and hold the mouse button down, and drag to draw a signature filed for your signature, or double-click some area of page where you want the signature to appear.
3. In Sign Document dialog box, choose a digital ID from drop-down menu, or click Browse and specify a PKCS12 Certificate file with .cer extension. If you don't find the specified digital ID, you need to get a certificate from the third-party provider or create a self-signed digital ID.
4. Choose an appearance type from menu. There are two types to choose, one is **Standard**

Style, and the other is to **Create a New Style** for your signature. Please refer to Creating signature appearance. You can view signature look immediately in Signature Preview panel.

5. Click OK.

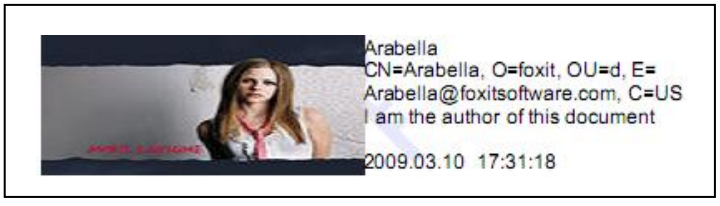


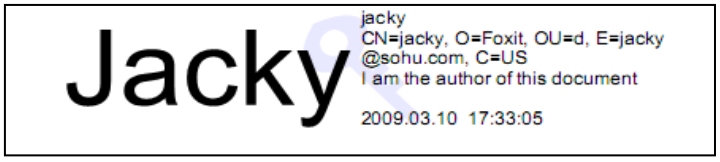
Sign Document Dialog Box

Note: you can move or resize a signature after placing it on document, so be sure to the signature location and size before signing document.

Creating signature appearance

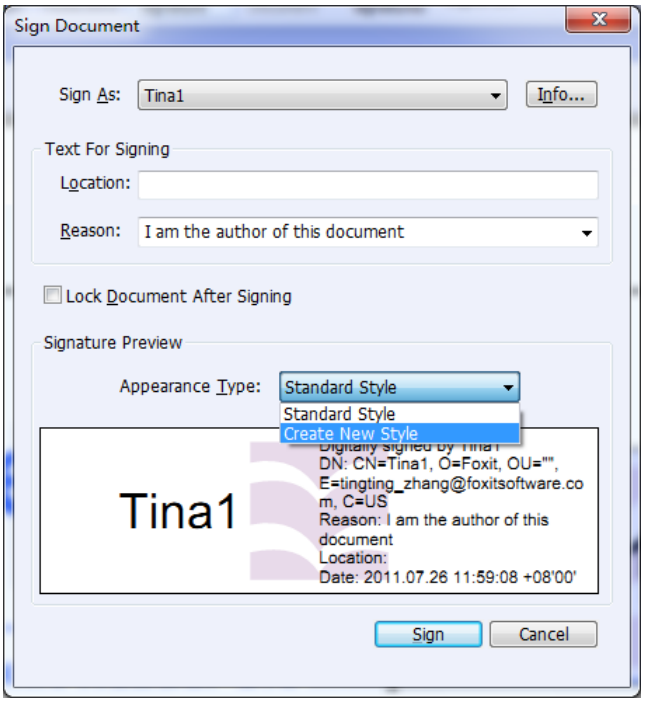
You can set the appearance of your digital signature by selecting different options in Sign Document dialog box. For example, a signature can include an image of your handwritten signature, a company logo, or a photo, date and so on. Furthermore you can create dynamic signature appearance to user for different purpose. A signature appearance also includes information that helps others verify your signature, such as reason for signing, contact information, and more.



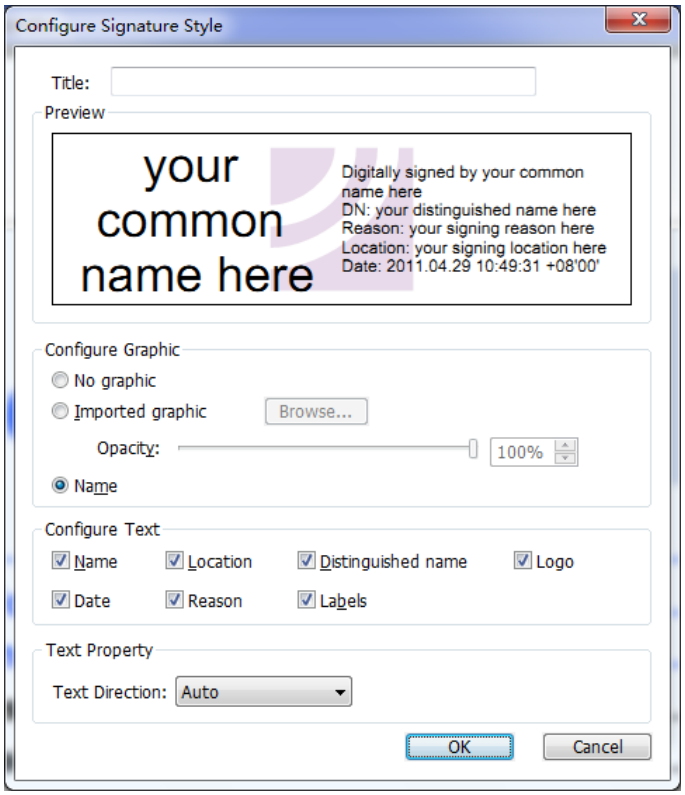


Different appearance of signatures

- Choose Secure > Place Signature.
- Press and hold the mouse button down, and drag to draw a signature filed for your signature, or double-click some area of page where you want the signature to appear.
- In Sign Document dialog box, choose **Create a New Style** from Appearance Type menu.



- Check the options that you want to appear in digital signature. A signature appearance can include lots of information showing the users attributes, including name, organization, country, logo, location, etc.



Configure Signature Style Dialog Box

Moving and resizing an image

You can move and resize signatures before signing the document, but you aren't allowed to change certificate and appearance of certificate.

4. To move the signature

   • Select the Annotation Selection Tool or the corresponding tool, put the pointer over the signature, click and drag the signature to another place you like.

5. To resize the signature

   • Select the Annotation Selection Tool or the corresponding Tool, click the signature.

   • Place the cursor on any corner point. Pointer changes into the cursor showing the direction at which the rectangle will be resized.

Note: *Only when you uncheck the* ***Sign the document after signature is placed immediately*** *option in Tools > Preferences > Signature.*

Signing a PDF

A PDF is signed to indicate your approval. The signature isn't resized and moved when you sign the document. A PDF can be signed more than once by more than one person. When you sign a document, your digital signature appears in the signature filed. The appearance of the signature

depends on options you select.

1. Sign a PDF, please choose one of the followings:
    - Choose Secure > Sign Document.
    - Right-click the signature, choose Sign Document.
    - Select Hand Tool, and click the signature.
    - Set your signature preferences in Preferences dialog box. Choose Tools> Preferences > Signature, check the option of "Sign the document after the signature is placed immediately" to sign the document immediately when the signature is placed.
2. Type file name and specify location in pop-up Save As dialog box.

Validating Signatures

Checking the validity of a signature

If you want to automatically validate all signatures in a PDF when you open the document, please check **Verify signatures when the document is opened** option in Tools > Preferences > Signature. An icon appears on the left top of signature field to indicate the signature status. The signature state appears in the Signature Panel.

- The question mark icon indicates the signature is not validated.
- The check mark icon indicates that the signature is valid.
- The icon indicates that the signature is invalid. The document has been altered or corrupted since the signature was applied.
- The caution triangle icon indicates the document was modified after signature was added; however, the signature is valid.
- The icon indicates the signature validity is unknown because the signer's certificate isn't in your list of trusted identities. The document has not been modified since the signature was applied.

Validating a signature

1. Open the PDF containing the signature, do one of the followings.
- Choose Secure > Validate All Signatures.
- Right-click the signature, choose Validate Signature from context menu.
- Select Hand tool on toolbar, click the signature.

2. Pop-up a Signature Status message box which describes the validity of signature. The icons that appear in signature fields become the corresponding icons which indicate different signature status.

Tip:

1. *You can validate signatures by setting your signature preferences. Choose Tools > Preferences > Preferences > Signature.*
2. *Check the **Verify signatures when the document is opened** option to automatically validate signatures in a PDF when you open the document.*

Deleting a signature

- Select the Annotation Selection Tool .
- Right-click the signature and choose **Delete** from context menu, or press Delete key.

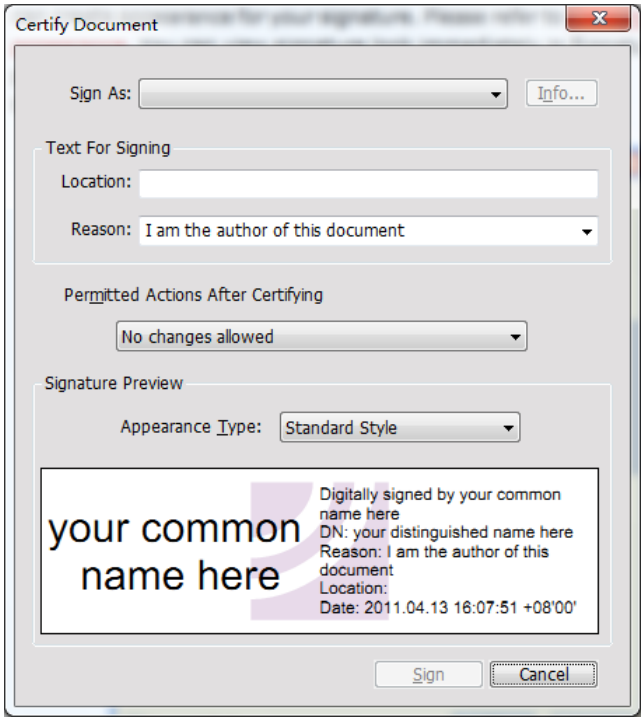
Note: If you check the Locked option in Signature Properties dialog box, you will not remove the signature from the document.

Certifying a PDF (Available in *Business* only)

Only the author can certify his/her own PDF documents. The author can specify what changes can be made to the file after certifying. Whenever approved changes are made, the certificate remains valid. If a reader tries to make changes you haven't allowed, the certificate is invalidated and any subsequent users will be notified that the document was tampered with.

To certify your PDF, please do the following:

1. Open your PDF document you want to certify.
2. Select Secure > Certify with visible signature/Certify without visible signature.
3. Press and hold mouse button down, drag to select an area on the document where you want the signature to appear.



Certify Document Dialog Box

4. In the pop-up Certify Document dialog box, choose a digital ID. If you don't find the specified digital ID, you need to get a digital ID from a third-party provider or create a self-signed digital ID.
5. Set authorized actions for your document from the drop-down menu in the Permitted Actions after certifying item.
6. Set the signing reason and choose an appearance type from the menu.
7. Click OK.

Viewing Signature Properties

Signature Properties dialog box provides basic information about the signature, including the signer, reason, date, location validity summary and details of certificate, etc.

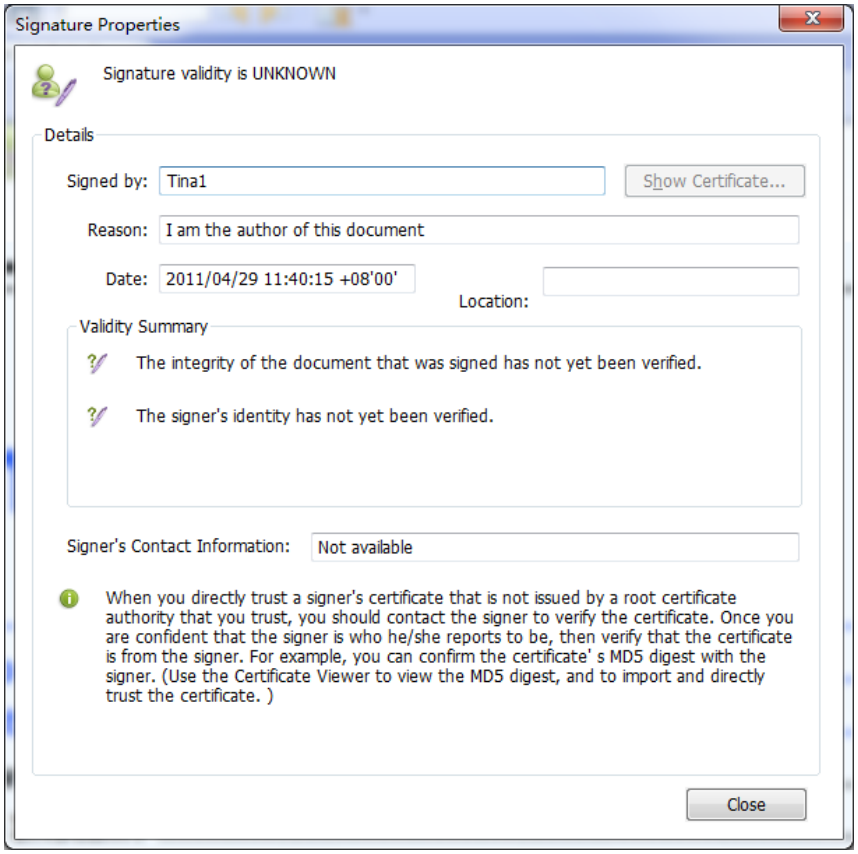
1. Select the Annotation Selection Tool .

2. Right-click the signature, and choose Show Signature Properties from context menu.

3. In Signature Properties dialog box, you can get the information as follows:

- **Signed by** – shows the signers that sign the document.
- **Reason** – displays the reason that you create the signature.
- **Date** – shows the date time when you signed the document.
- **Location** - shows which page the signature is located on.
- **Validity Summary** - checks whether the document was modified after it was signed, and other information.

- **Show Certificate** – click it to show the details of certificate, such as the validity of certificate, certificate path and so on.
- **Locked** – check the option, you will not delete the signature.


Signature Properties
Signature validity is UNKNOWN
Details
Signed by: Tina1
Show Certificate...
Reason: I am the author of this document
Date: 2011/04/29 11:40:15 +08'00'
Location:
Validity Summary
The integrity of the document that was signed has not yet been verified.
The signer's identity has not yet been verified.
Signer's Contact Information: Not available
When you directly trust a signer's certificate that is not issued by a root certificate authority that you trust, you should contact the signer to verify the certificate. Once you are confident that the signer is who he/she reports to be, then verify that the certificate is from the signer. For example, you can confirm the certificate' s MD5 digest with the signer. (Use the Certificate Viewer to view the MD5 digest, and to import and directly trust the certificate.)
Close

Signature Properties Dialog Box

Note: If the status is unknown, click the Show Certificate to view the details of the certificate. Check whether the certificate has been included in your list of trusted identities, if your certificate is not trusted, Click Install Certificate to install it to the trusted Windows Certificate Store. If you use a self-signed digital ID, confirm that the certificate details are valid. If the certificate isn't valid, request a valid certificate from signer.

Uses Windows Certificate Store to Manage Trust List

Windows Certificate Store in Foxit PhantomPDF helps you manage certificates which are trusted when you validate the digital signature. However, Adobe Acrobat has its own Trusted Identities Manager and use Windows Certificate Store to save a self-signed digital ID. To use this feature, do the following:

1. Open a signed PDF document, click the digital signature or right click the signature to select Validate Signature.
2. A warning message pops up to show the signature validation status.
3. If the signature validity is unknown, click Signature Properties > Show Certificate > Install the

Certificate if you trust it.

4. The certificate will be successfully imported.
5. Click the digital signature again and a message will show you the Signature is Valid.
6. If you don't trust the certificate any more, you can delete it from Windows Certification Store.

Signature Panels

The signature panel shows information about each signature in the document as well as the change history of the document since the first signature.

Signature Panel

Opening the signature panel

Choose View > Navigation Panels > Signature Panel, or click Signature button on the left of Navigation Panel.

Chapter 12 – Printing

This section is a collection of supplementary materials for this user manual, including Keyboard Shortcuts, List of Supported UI Languages, and Command Lines.

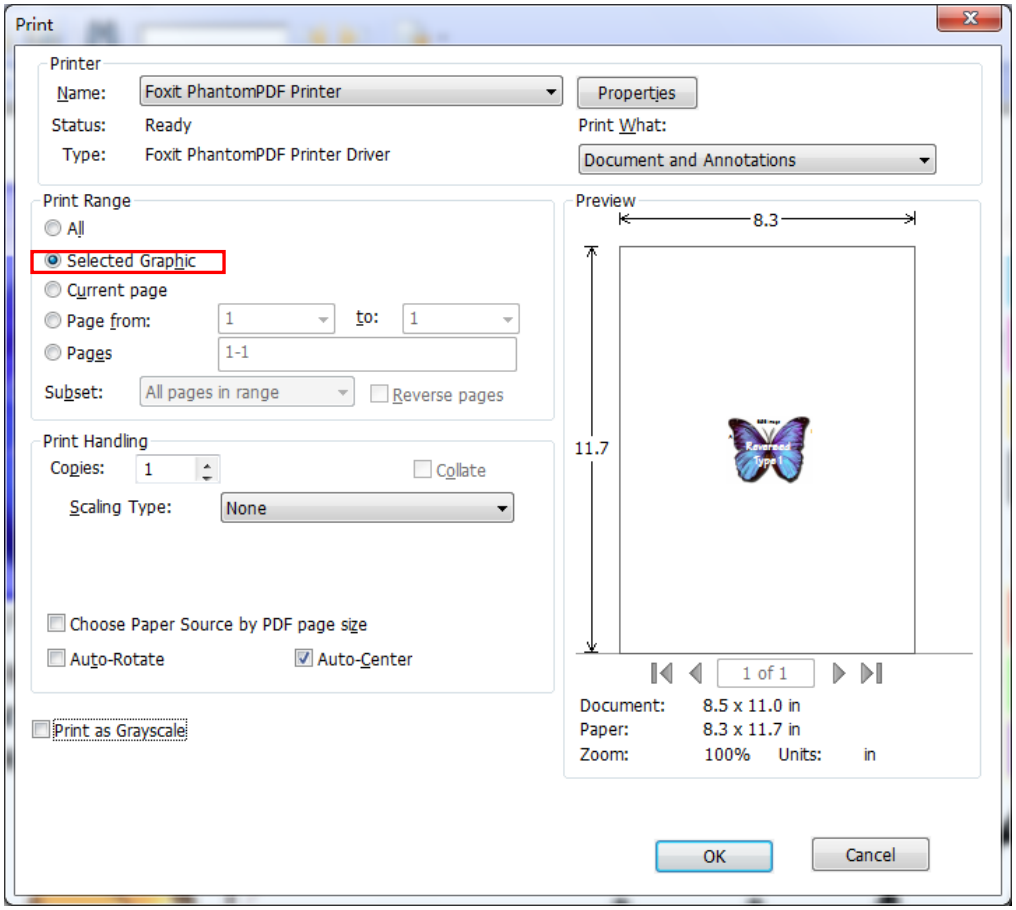
Printing a PDF document

1. Make sure you have installed the printer successfully.
2. Choose Print from the File menu.
3. Specify the printer or plotter, page range, number of copies, and other options.
4. Click to Print.

Printing a portion of a page

To print a portion of a page, you need to refer to the Snapshot tool.

- Select the Snapshot tool by choosing Tools > Snapshot.
- Drag around the area you want to print.
- Right-click in the selected area > choose “Print”, and then refer to the Print Dialog.



Printing multiple pages with page thumbnails

To perform a quick print, you can select multiple pages from a document from the thumbnail list.

- Open the document that you want to print, and then click Pages button on the left navigation panel.
- Shift-click / Ctrl-click/ drag the mouse to select a range of page thumbnails from the document.
- Select Print Pages from the right-click menu, and then click OK.

Printing tabs

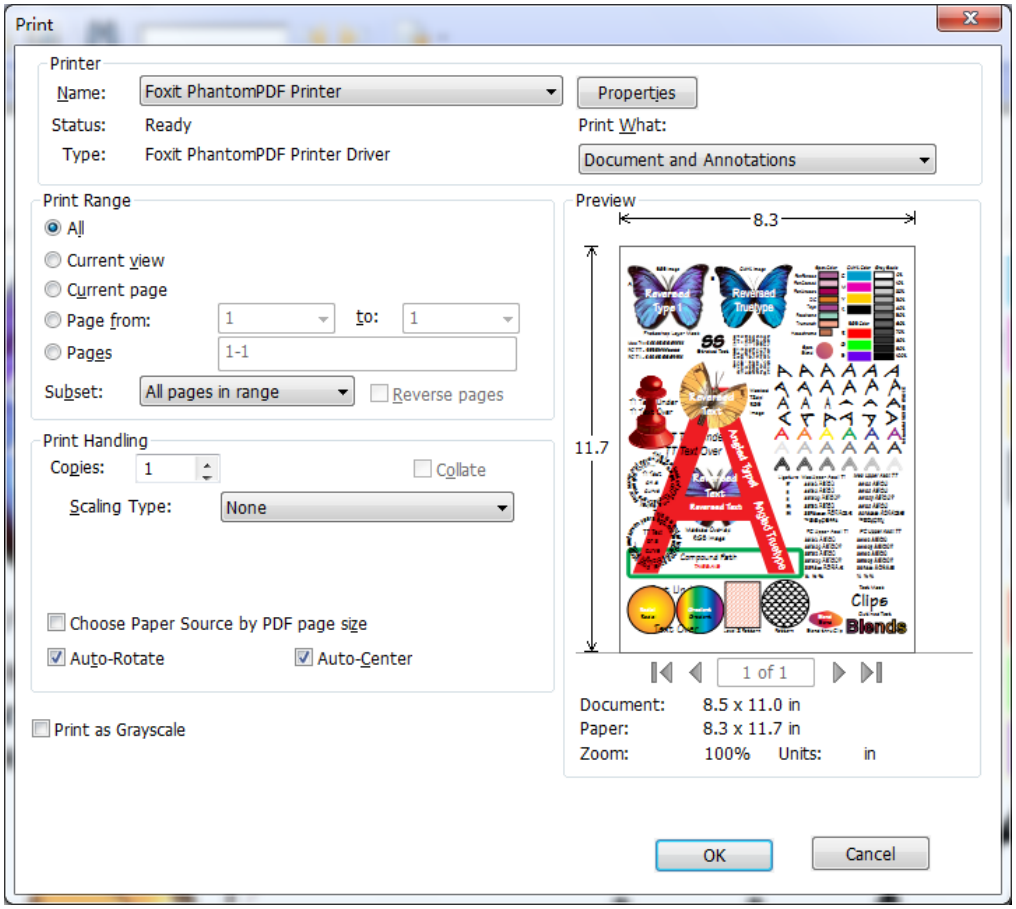
You can print one tab you are opening from the tab bar or print out all documents opened in the tab bar at a time.

1. Move the pointer to the tab bar
2. Right click > Choose Print Current Tab/Print All Tabs.

Print Dialog

The print dialog is the final step before printing. You can modify the printer in this dialog as well. Be aware that changing the printer may affect the page setup if the new selected printer has a different paper size, for instance.

To open the Print dialog box, choose File > Print…



The Print Dialog Box

- Subset – Provides options for setting noncontiguous page range.

  All Pages in Range – Prints all the pages within the specified range.
  Odd pages only – Prints only pages with odd numbers within the specified range.
  Even pages only – Prints only pages with even numbers within the specified range.

Note: *This option is especially helpful for two-side printing.*

- Reverse pages – Prints pages in reverse order. If page ranges are entered, the pages print opposite of the order in which they were entered. For example, if you select to print the document from page 5 to page 30, selecting Reverse pages option will print page 30 to page 5.
- Collate – Assembles the printouts in a proper numerical or logical order when printing several copies. This option will be disabled when printing just one copy.
- Scaling Type – None, Fit to Printer Margins, Reduce to Printer Margins, Multiple Pages per Sheet.
- Auto-Rotate – Adjusts the PDF document's orientation to match the orientation specified in the printer properties.
- Auto-Center – Places the PDF pages in the center.
- Print What – Specifies to print documents only, annotations only or both.

Document – Prints the document contents without annotations.

Document and Annotations – Prints document contents and annotations.

Annotations – Prints annotations only.

- Preview -- Foxit PhantomPDF provides an instant preview in the Print dialog box.

Chapter 13 – Appendices

This section is a collection of supplementary materials for this user manual, including Keyboard Shortcuts, List of Supported UI Languages, and Command Lines.

Keyboard Shortcuts

There are number of keyboard shortcuts that you can use to speed up your navigation within the Foxit PhantomPDF. You can both use the default keyboard shortcuts and customize your own shortcuts.

To customize the keyboard shortcuts, please go to Tools > Customize Toolbars > Keyboards or right click on the toolbar to choose Customize…

Some particularly important ones are listed here

File Keys

Action	Shortcut
Open File	Ctrl + O
Close File	Ctrl + W, or Ctrl + F4
Save As	Ctrl + Shift + S
Close All	Ctrl + Shift + W
Print Document	Ctrl + P
Exit Foxit PhantomPDF	Ctrl + Q, or Alt+F4
Save	Ctrl + S

View Keys

Action	Shortcut
Full Screen	F11
Zoom In	Ctrl + Num +
Zoom Out	Ctrl + Num -
Zoom To	Ctrl + M
Actual Size	Ctrl + 1

Fit to Page	Ctrl + 2
Fit Width	Ctrl + 3
Rotate Clockwise	Ctrl + Shift + Plus
Rotate Counterclockwise	Ctrl + Shift + Minus
Reset Toolbars	Alt + F8
Dock All Toolbars	Ctrl + F8
Hide Toolbars	F8
AutoScroll	Ctrl + Shift + H
Stop AutoScroll	ESC
Reverse View	F11
Show or hide Menu Bar	F9
Switch between tabs	Ctrl + Tab

Edit Keys

Action	Shortcut
Copy	Ctrl + C, or Ctrl + Insert
Find Text	Ctrl + F
Find Next	F3
Find Previous	Shift + F3
Preferences	Ctrl + K

Commenting Text Tool Keys

Action	Shortcut
Copy	Ctrl + C
Select All	Ctrl + A
Deselect All	Ctrl + Shift + A
Highlight	Ctrl + Shift + L
StrikeOut	Ctrl + Shift + T
Underline	Ctrl + Shift + U

Squiggly	Ctrl + Shift + Q
Replace	Ctrl + Shift + R
Add Bookmark	Ctrl + Shift + B

Note: *These shortcuts are only available when you have selected text with Commenting Text Tool.*

Tool Keys

Action	Shortcut
Hand Tool	Alt + 3
Zoom Out Tool	Alt + 4
Zoom In Tool	Alt + 5
Select Text	Alt + 6
Snapshot	Alt + 7
Typewriter	Alt + 8
Exit Full Screen Mode	ESC
Switch to Text Viewer	Alt + 9

Touchup Objects Tool keys

Action	Shortcut
Undo	Ctrl + Z
Redo	Ctrl + Y
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Select All	Ctrl + A
Set to Background	Ctrl +F1
Set to Foreground	Ctrl + F2

Document Keys

Action	Shortcut
First Page	Home
Previous Page	Left Arrow, Page Up, or Ctrl + Page Up
Next Page	Right Arrow, Page Down, or Ctrl + Page Down
Last Page	End
Go to Page	Shift + Ctrl + N, or Ctrl + G
Select All (Unavailable with trial version)	Ctrl + A
Page Down	Space
Page Up	Shift + Space

Command Lines

Here are some command lines that can be used to Foxit PhantomPDF:

```
<Reader Path> [/register] | [PDF Path] [/pwd]  [/A [...] [...] ...]  | [/pwd] [/p | /t <PDFPath> [Printer]]
```

Command	Result
-Register	Set Foxit PhantomPDF as default reader.
-pwd <password>	Input the password of the protected PDF documents.
/p <PDF path>	Print the document with default printer
/t <PDF Path> [Printer]	Print the document with designated printer
<PDF Path> /A […][…]..	Open a PDF document with a command to exactly specify what to display and how to display

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